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ABSTRACT

This four-volume reference guide includes descriptions of various sources of information as well as selected products and methods used to improve curriculum and instruction. The sources are arranged according to type (bibliography, journal, or organization) and each is assigned a separate entry number. The entries are listed in numerical order in the table of contents and alphabetically by title in the index located at the end of each volume. Each entry contains a title, rationale for selection, description, recommended usage, quality, cost, and contact person. The first volume contains descriptions of sources of information on student learning materials. The second volume contains descriptions of sources of information on new programs and approaches for administrative and staff development and describes specific training products. The third volume contains descriptions of sources of information on new materials and approaches to resource allocation and describes specific methods of resource allocation. The fourth volume, a master index, lists entries from all three volumes alphabetically by title; and lists all organizations cited as sponsors, producers, or suppliers in the guide. (Author/MLF)

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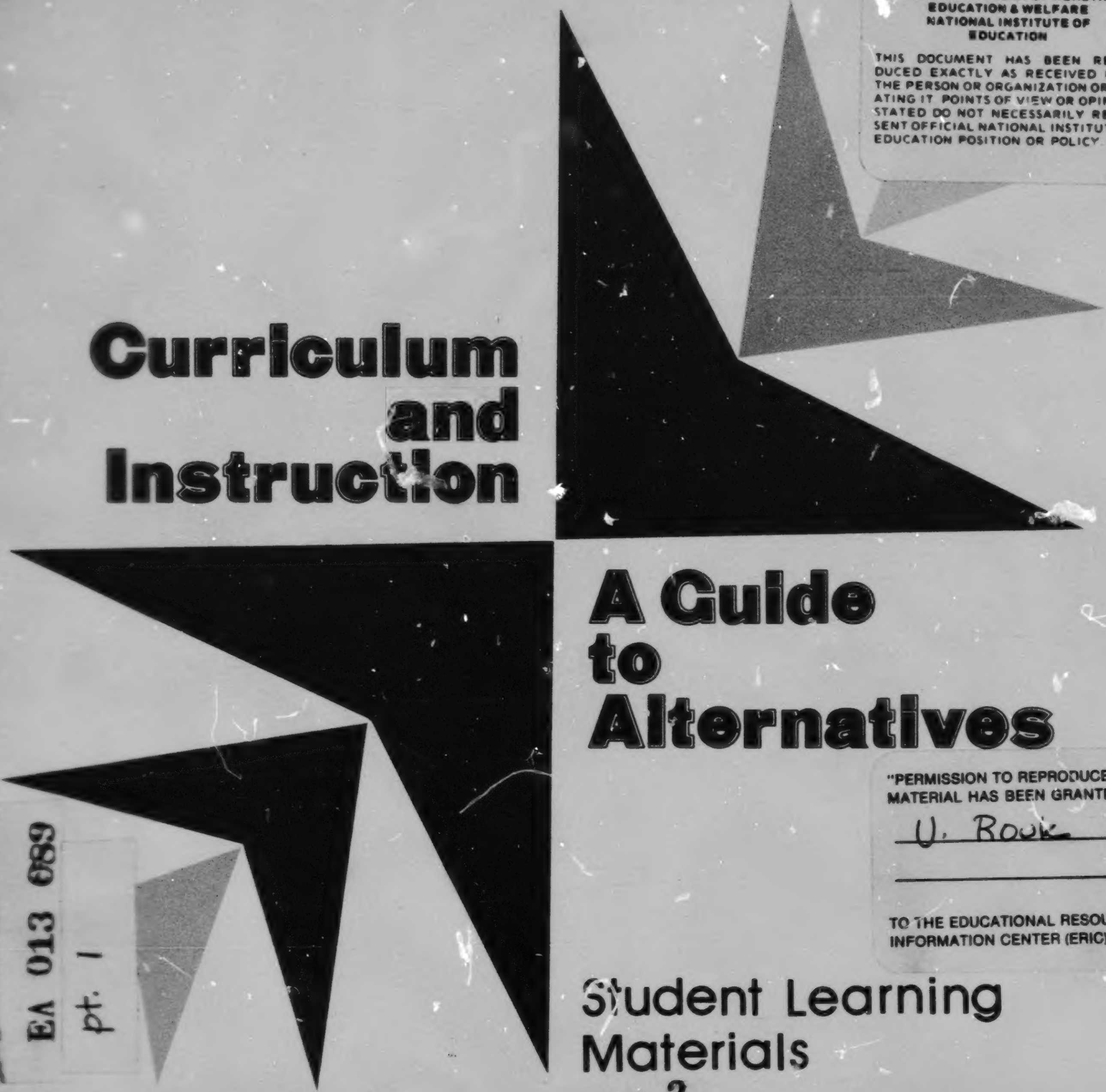

Curriculum and Instruction

A Guide to Alternatives

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
U. Rouk

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

EA 013 689
pt. 1

Student Learning Materials

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Curriculum and Instruction

A Guide to Alternatives

Student Learning Materials
Entries 1-96

Developed by
Sharon Tumulty
Barbara Casini

Research for Better Schools, Inc.
Robert G. Scanlon, Executive Director
April, 1976

OCT 6 1980

Acknowledgements

The quality of the contents of this volume is largely attributable to the exceptional commitment and research skills of Barbara Casini. Suzanne Root's careful proof-reading and management of composer setting tasks were invaluable in preparing the volume for production. Joan Clymer assisted with the development of the index, a feature which has undoubtedly helped to increase its practical utility. John Nearing prepared the illustrative diagrams which appear in the introductory section of the volume. Finally, Pat Hall's dedicated perseverance in typing many drafts and Theresa Haskins' painstaking composer work deserve very special commendation.

INTRODUCTION

OVERVIEW

Curriculum and Instruction: A Guide to Alternatives is a reference guide which school personnel can use in seeking ways to improve curriculum and instruction. The Guide includes descriptions of various sources of information, as well as selected products and methods. It is organized in four volumes. The first volume provides information on Student Learning Materials; the second, Administrative and Staff Development; the third, Resource Allocation; and the fourth volume is a master index which lists the contents of the three preceding volumes.

This is the volume on Student Learning Materials. It contains descriptions of various sources of information for locating student learning materials. The sources are arranged according to type – e.g., bibliography, journal, organization – and each source has been assigned a separate entry number. The entries are listed in numerical order in the table of contents and alphabetically by title in the index located at the end of the volume. Note: The information in this volume is current as of May, 1974.

ENTRY FORMAT

Each entry in this volume contains the following information:

(1) **Title** – Lists name of source.

(2) **Rationale for Selection** – Cites reason why source has been included in the volume.

(3) **Description** – Discusses ways in which the source can be helpful in locating student learning materials.

(4) **Recommended Usage** – Suggests how source may be employed.

(5) **Quality** – Considers the overall utility and/or value of the source in terms of such issues as recency, availability, ease of use, time requirements, comprehensiveness, etc.

(6) **Cost** – Lists direct purchase costs.

(7) **Contact** – Provides information which will enable users to acquire, order, or access the source or related materials.

An example of a typical entry format appears on the next page.

NO. 41

SCHOOL MANAGEMENT INFORMATION RETRIEVAL SERVICE (SMIRS)

ERIC Clearinghouse on Educational Management

RATIONALE FOR SELECTION

An example of the recent extension of the clearinghouse concept to include computerized literature searching services.

DESCRIPTION

Clearinghouse on Educational Management will accept well-defined problems from users by mail or telephone and send publications or refer to another clearinghouse for an answer. In the area of management, the clearinghouse will perform manual searches of ERIC indexes. Referral to the Intermediate Education District for a computer search in Research in Education, the Current Index to Journals in Education, Vocational and Technical Education Abstracts will be made for particular problems. Computer search can be based on up to 20 ERIC descriptors for an output of 130 document résumés. Target users of this service are school administrators.

RECOMMENDED USAGE

Topical Survey

QUALITY

Useful for a searcher with a specific topic who can wait for 1-2 weeks (turnaround time). Particularly useful for queries within vocational and technical education for which the data base is not available at all computerized searching centers. The clearinghouse will assist with phrasing a query in ERIC descriptors.

COST

Search cost is reasonable, $16, and must be prepaid.

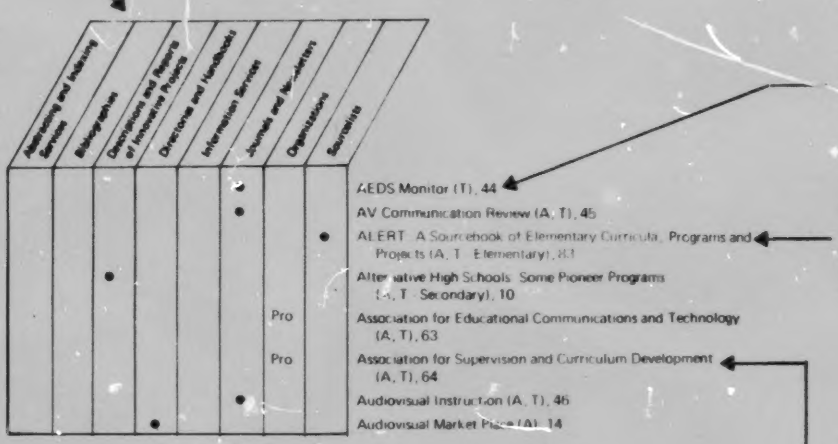
CONTACT

SMIRS
ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
(503) 686-5043

INDEX: SOURCES OF INFORMATION

The index lists sources of information alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Appropriate user and educational level notations and the entry number follow the title of the source. The grid in the index identifies the types of sources listed – e.g., bibliography, organization. The format of the index is illustrated below.

Grid shows types of sources listed in the index.



Abstracting and Indexing Services	Bibliographies	Descriptions and Reports of Innovative Projects	Directories and Handbooks	Information Services	Journals and Newsletters	Organizations	Sourcelists	
					●			AEDS Monitor (T), 44
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							●	ALERT: A Sourcebook of Elementary Curricula, Programs and Projects (A, T - Elementary), 83
		●						Alternative High Schools: Some Pioneer Programs (A, T - Secondary), 10
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AEDS Monitor, for example, is a journal that teachers (T) may find useful. The journal's entry no. is 44.

ALERT is a sourcelist of curricula designed for elementary grades that can be used by administrators (A) and teachers (T).

Information sources that are organizations have been categorized by type – e.g., professional, governmental. The code (Pro) in the grid indicates that the Association for Supervision and Curriculum Development is a professional organization. An explanation of the code precedes the index.

STUDENT LEARNING MATERIALS
SOURCES OF INFORMATION
ENTRIES 1-96

AN ANNOTATED LISTING OF SOURCES FOR LOCATING STUDENT LEARNING MATERIALS

This listing of sources of information about student learning materials is a selective listing. It includes a variety of useable sources of both primary and secondary information. The published sources have been chosen to be as recent as possible. Nothing published before 1969 is included and most sources are even more recent.

Sources are arranged according to type (e.g., Directory, Bibliography) and alphabetically by title within type categories. In cases where the source is oriented toward a specific level of education, this has been indicated.

Entries have been coded to suggest how they might best be used in a search for information about learning materials:

Code	**Explanation**
Current Awareness	A source for maintaining current awareness of new developments in an area of interest.
Broad Survey	A source for conducting a broad general survey of a subject.
Topical Survey	A source for conducting a search on a specific topic.
Evaluative Information	A source for locating evaluative information.
Direct Contact	A source for establishing direct contact with a person, an agency, or a publisher.

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ABSTRACTING AND INDEXING SERVICES

2

CURRENT INDEX TO JOURNALS IN EDUCATION (C.I.J.E.)

RATIONALE FOR SELECTION

Comprehensive coverage of the core and peripheral periodical literature of education.

DESCRIPTION

A monthly index to 700 periodicals including summaries of contents. Part of the vast ERIC system and a major source of information on education. Includes foreign language materials which Education Index does not. The main entry with the annotation for the document is arranged by the clearinghouse that processed it and an accession number. Subject and author indexes are keyed to main entry. Also includes listing of titles by journal and an index to the journals covered. ERIC descriptors are the subject terms used to classify the articles.

RECOMMENDED USAGE

Current Awareness
Topical Survey

QUALITY

Valuable coverage of key education journals. Abstracts help searchers to weed out irrelevant articles. Vast amounts of literature covered here are valuable for a specific search on a topic although knowledge of ERIC descriptors is necessary to locate subject entries. Unwieldy to searcher who does not know accession numbers of specific documents since user must go from subject or author index to main entry to read abstract and complete reference. Best used by a specialist who has a very definite idea of what he wants, although the listing of journal contents by title can be scanned as a current awareness tool. Available in most libraries.

COST

$44 a year.

CONTACT

Macmillan Information
866 Third Avenue
New York, New York 10022

EDUCATION INDEX

RATIONALE FOR SELECTION

Most widely available major index to English language periodical literature in education.

DESCRIPTION

A monthly author and subject index of education literature, including major English language journals, some Office of Education publications, proceedings, yearbooks, and book reviews. Subject terms used are based on Library of Congress usage. List of journals covered is included. Monthly issues are cumulated annually.

RECOMMENDED USAGE

Topical Survey

QUALITY

Coverage has been curtailed in recent years. Does not cover foreign language publications, as ERIC indexes do, or provide access by title. Voting by subscribers determines coverage. Useful for literature searches on specific topics. Available in almost all libraries.

CONTACT

H. W. Wilson Company
950 University Avenue
Bronx, New York

EDUCATIONAL ADMINISTRATION ABSTRACTS

RATIONALE FOR SELECTION

A service covering curriculum aimed primarily at administrators.

DESCRIPTION

An abstract journal issued three times a year to cover literature relating to educational administration. Arranged by general subject classifications. I-A is Curriculum and Instruction. Cross references are made to related subjects and abstracts. Indexes lead searchers to articles from specific journals and by authors. There are lists of abstracters and journals reviewed. Target users are administrators.

RECOMMENDED USAGE

Current Awareness
Topical Survey

QUALITY

Arrangement of abstracts in groups by general subject category facilitates browsing for current awareness. Probably less useful for a specific search on a subject. Literature abstracted contains theory as well as reports on practical approaches to curriculum improvement. Available in larger and education libraries.

COST

Subscription is $10 a year.

CONTACT

University Council for Educational Administration
29 West Woodruff Avenue
Columbus, Ohio 43210

RESEARCH IN EDUCATION (R.I.E.)

RATIONALE FOR SELECTION

A unique source of information on government-sponsored research in education.

DESCRIPTION

A monthly abstract journal which contains résumés of selected research reports and descriptions of outstanding programs from the ERIC clearinghouses. Main entry is listed by accession number within grouping for the clearinghouse that processed the document. Indexes for subject, author and institution refer to main entries with abstracts. There is a cross-reference list from the clearinghouse accession number to the ERIC accession number. ERIC descriptors are used for subject classification. Documents abstracted in Research in Education are available from the ERIC Document Reproduction Service, P.O. Drawer O, Bethesda, Maryland 20014.

RECOMMENDED USAGE

Topical Survey

QUALITY

A valuable source when very specific, often technical, data is needed on a topic. Abstracts help searcher to determine relevance of document. For the expert or someone with a well-defined topic to search for. Generally available in libraries.

COST

Subscription is $38 a year.

CONTACT

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

STATE EDUCATIONAL JOURNAL INDEX

RATIONALE FOR SELECTION

Unique coverage of subject material appearing in all state educational journals.

DESCRIPTION

A semi-annual (February and July) subject index to articles appearing in all official state educational journals.

RECOMMENDED USAGE

Topical Survey

QUALITY

A means of covering a potentially valuable source of information on specific topics especially when local application of a type of curriculum program is of interest. The quality of material retrievable from this source depends on the treatment of the subject in the journal. No author or title access to articles is provided. Available in libraries where journals indexed would also be found.

COST

Subscription is $30 annually.

CONTACT

P. O. Box 244
Westminster, Colorado 80030

BIBLIOGRAPHIES

A BIBLIOGRAPHY OF OPEN EDUCATION

Roland S. Barth and Charles H. Rathbone (1971)

LEVEL: Elementary

RATIONALE FOR SELECTION

Valuable collection of information on open education.

DESCRIPTION

Intended as both a starting place for information and a source for detailed information for those already familiar with open education, this bibliography suggests literature in book, periodical and nonprint form on the background, theory, and implementation of open education, as well as lists of curriculum materials. Items are grouped by type and contain complete reference plus an annotation. There is a listing of publishers' and distributors' addresses. The work is indexed by names and titles of entries.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

Contains a variety of types of information on open education for a range of users. On a specific and practical level, it contains contact information for publications and materials. Also useful for a more general survey. Annotations help the user to determine the relevance of literature included.

CONTACT

Education Development Center, Inc.
55 Chapel Street
Newton, Massachusetts 02160

BIBLIOGRAPHY OF PROGRAMMED INSTRUCTION AND COMPUTER ASSISTED INSTRUCTION

Taher A. Razik, ed. (1971)

RATIONALE FOR SELECTION

A comprehensive collection of published material on programmed instruction.

DESCRIPTION

A bibliography listing material on programmed learning by area treated and then alphabetically by author within area. Computer assisted instruction is not subdivided. Contains all articles published on the subject and selected unpublished articles in areas that might interest researchers. No indexes are provided to lead searcher to individual entries. Researchers are the intended users.

RECOMMENDED USAGE

Broad Survey

QUALITY

Valuable because of the comprehensive nature of listing. As it is intended for researchers, literature included is technical. The lack of indexes makes it difficult to find specific articles. Might be useful for a broad survey of the field of programmed instruction for a user with the time and expertise necessary to examine the literature contained here. As this bibliography is three years old, its literature must be updated, perhaps through an indexing service.

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, New Jersey 07632

CURRICULUM GUIDES: A SELECTIVE BIBLIOGRAPHY

Exceptional Child Bibliography Series No. 611 (July, 1972)

RATIONALE FOR SELECTION

A bibliography of curriculum guides from the Council for Exceptional Children's computer file of abstracts.

DESCRIPTION

A 1972 bibliography of abstracts of curriculum guides for education of exceptional children. All abstracts appeared in Exceptional Child Abstracts Volumes I-III. Listing is by abstract number. Contains indexes for authors' names and subjects. Most items are available from ERIC Document Reproduction Service.

RECOMMENDED USAGE

Topical Survey

QUALITY

A useful collection of curriculum guides. Contact information is given for locating actual document. Guides included cover all educational levels -- preschool to college. Indexes are provided for specific subject searches.

COST

Bibliography is available at no cost from the Center for Exceptional Children.

CONTACT

CEC Information Center on Exceptional Children
Jefferson Plaza, Suite 900
1411 S. Jefferson Davis Highway
Arlington, Virginia 22202

ERIC ABSTRACTS SERIES

RATIONALE FOR SELECTION

Bibliographies containing abstracts of documents on timely topics in management and related areas, several being of particular interest to curriculum planners.

DESCRIPTION

These bibliographies have been compiled from abstracted research documents appearing in Research in Education by the ERIC Clearinghouse on Educational Management to form a package on subjects of particular interest. Published in pamphlet form and sold on a subscription basis by the Educational Research Service as well as by the AASA. Three publications in the series are of particular interest. No. 22, Alternative Schooling: New Patterns in Education (1972) contains documents on alternative school plans, community involvement in alternative planning, case studies and guidelines on how to start an alternative plan school. No. 23, Assessing Educational Innovations (1972) contains material discussing the change process and assessment, the choice and use of innovative ideas, and developing and assessing the evaluative process. No. 24, Open Space Schools (1973) consists of documents defining open space schools, comparing them with traditional schools, describing how to plan for the implementation and operation of open schools. All the bibilographies have subject indexes referring to the numbered abstracts for the documents which are arranged alphabetically by the author's last name. The actual documents are available through ERIC Documents Reproduction Service, P.O. Drawer O, Bethesda, Maryland 20014.

RECOMMENDED USAGE

Broad Survey

QUALITY

Useful repackaging of information contained in the larger ERIC system. Would be helpful at the beginning of a search for information on a new approach. Abstracts included with document reference assist searcher in selecting relevant material to pursue.

CONTACT

National Academy of School Executives of the
American Association of School Administrators
1201 Sixteenth St., N.W.
Washington, D.C. 20036

DESCRIPTIONS AND REPORTS OF INNOVATIVE PROJECTS

ALTERNATIVE HIGH SCHOOLS: SOME PIONEER PROGRAMS

ERS Circular No. 4 (1972)

LEVEL: Secondary

RATIONALE FOR SELECTION

Valuable discussion and identification of actual alternative high schools.

DESCRIPTION

A report on alternative high school program containing: (1) a description of the characteristics of alternative high schools and the positions that colleges and universities, state education departments and regional accrediting agencies have taken on alternative programs, and (2) descriptions of actual pioneer programs including period in progress, school system, number of students and staff and grades included. A list of selected references on the subject of alternative high schools is provided. There are indexes to program features and to programs by location.

RECOMMENDED USAGE

Broad Survey
Direct Contact

QUALITY

As well as providing educators interested in alternative secondary schools with a survey of what is being done, this report provides information for direct contact with schools having such programs.

COST

The report is $3.

CONTACT

Educational Research Service
Suite 1012
1815 North Fort Myer Drive
Arlington, Va. 22209

EPIE REPORT NO. 58: EVALUATING INSTRUCTIONAL SYSTEMS

EPIE Institute

RATIONALE FOR SELECTION

One of the few available assessments of the three largest individualized instructional systems by an independent organization specializing in the evaluation of educational materials, equipment, and systems.

DESCRIPTION

A report in three sections which analyzes three individualized systems: Individually Prescribed Instruction (IPI), Individually Guided Education (IGE), and Program for Learning in Accordance with Needs (PLAN). The report assesses (1) the principles which characterize each system, (2) related materials and their organization, (3) the implementation of the system, and (4) available evaluation and research data. Each section of the report includes an observer's impression of the system functioning in an actual school setting, and information about its developmental history. Goals and objectives of the system are also discussed, together with its organization and methodology. A brief overall assessment of the particular system by EPIE follows each section, and the report as a whole.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information

QUALITY

Characterized by EPIE as a "first cut" assessment, the report will undoubtedly be useful for educators interested in a rather complete overview, analysis, and comparison of three major individualized instructional systems.

COST

Report is included in EPIE membership fee, costs $10 a copy for non-members.

CONTACT

EPIE Institute
463 West Street
New York, N.Y. 10014

PACESETTERS IN INNOVATION: A CUMULATIVE ISSUE OF ALL PROJECTS IN OPERATION (1969)

RATIONALE FOR SELECTION

Despite its age (5 years), this is a major source of information on Title III projects (Projects to Advance Creativity in Education).

DESCRIPTION

A collection of résumés of projects funded through Title III. The subject index is based on ERIC descriptors. Also indexed by state and local educational agency. Documents contained here are available from the ERIC Document Reproduction Service, P.O. Drawer O, Bethesda, Maryland 20014.

RECOMMENDED USAGE

Topical Survey

QUALITY

Despite the lapse of time since publication (5 years) this is a widely available source of information on Title III projects. Most useful to those conducting specific searches who can follow up these documents with more recent literature in current ERIC publications.

CONTACT

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
Catalogue number OE-20103

PRODUCT DEVELOPMENT REPORTS

American Institutes for Research

RATIONALE FOR SELECTION

Well organized and highly detailed case studies of selected exemplary products.

DESCRIPTION

The case studies include descriptions of the following curriculum products: First Year Communication Skills Program, Hawaii English Program; Intermediate Science Curriculum Study, Science Curriculum Improvement Study, the Sullivan Reading Program, the Creative Learning Group Drug Education Program, the Frostig Program for Perceptual-Motor Development, Science – A Process Approach, Arithmetic Proficiency Training Program, Holt Social Studies Curriculum, Distar Instructional System, the MATCH Program, IPI Mathematics, and the TABA Social Studies Curriculum. Each product development report discusses the objectives, organization, format, cost, teacher and learner activities, and management of the particular product. A developmental history and formative and summative evaluation data are also included in each report.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information

QUALITY

The reports are generally very thorough and well written, although several years old. A good source of specific, if somewhat dated, information about the products treated.

COST

Cost of single report is $2; a set of 20 can be purchased for $30.

CONTACT

American Institutes for Research
P.O. Box 1113
Palo Alto, California 94302

DIRECTORIES AND HANDBOOKS

AUDIOVISUAL MARKET PLACE

RATIONALE FOR SELECTION

A standard reference work for users and sellers of audiovisual products.

DESCRIPTION

Contains lists of audiovisual producers and distributors by name, media and subject, associations, a calendar of meetings and conventions for the year, educational radio and television by state. Manufacturers and distributors are grouped both alphabetically and in classified order. Reference books relevant to the field, serials, review services and available services are also included. The entire volume is indexed according to proper names.

RECOMMENDED USAGE

Direct Contact

QUALITY

A valuable collection of information on the audiovisual world ranging from actual reference resources to producers and associations to contact. The publication is updated yearly. Easy to use because of its helpful divisions as well as its overall index. Available in libraries.

CONTACT

R. R. Bowker Company
1180 Avenue of the Americas
New York, New York 10036

A CONSUMER'S GUIDE TO EDUCATIONAL INNOVATIONS

Mortimer Smith (1972)

RATIONALE FOR SELECTION

Brief introduction to innovative ideas and concepts in education.

DESCRIPTION

A handbook containing brief chapters on a variety of new educational approaches – open classroom, modular scheduling, sensitivity training, etc. – which attempt to describe the approach, explain how it evolved, and assess its present and future potential. In most cases handbook includes references for more specialized reading on subject.

RECOMMENDED USAGE

Broad Survey

QUALITY

A useful overview of innovative approaches which is easy to read and nontechnical. Provides good introduction to the vocabulary of innovation.

COST

This booklet is $2.50.

CONTACT

Council for Basic Education
725 Fifteenth St., N.W.
Washington, D.C. 20005

DIRECTORY OF EDUCATIONAL INFORMATION CENTERS

RATIONALE FOR SELECTION

Although old (1969), this directory is still a good reference collection of resources for obtaining educational information.

DESCRIPTION

Directory of 397 educational information centers by state, regional offices of the Office of Education, research and development centers, instructional material centers for handicapped children, regional educational laboratories and state research coordinating centers for vocational and technical information. Title III agencies are also listed. Contains a subject index. Relevant subjects are: "Instructional Innovation," "Instructional Materials," "Instructional Materials Centers." Indicates services and holdings of centers and contact information.

RECOMMENDED USAGE

Direct Contact

QUALITY

Although this is old and some addresses are now out-of-date, it is likely to be updated in the near future. It is, nevertheless, a reasonably complete gathering of information on information centers which might offer consultant help to users and provide leads to their locations and services.

COST

$1.35

CONTACT

OE-12042
U.S. Government Printing Office
Washington, D.C.

DIRECTORY OF ORGANIZATIONS AND PERSONNEL IN EDUCATIONAL MANAGEMENT

ERIC Clearinghouse on Educational Management

RATIONALE FOR SELECTION

A direct contact source for those interested in management aspects of curriculum innovation.

DESCRIPTION

An annual directory of 500 individuals and 150 organizations involved in educational management (which includes finance, planning, organization of instruction, staffing, evaluation, and research). The organizations are laboratories, research centers, professional associations, school study councils, university research and service bureaus and independent organizations. The information provided about organizations consists of: name, address, purpose, policy for supplying information, geographic service area, research subject areas and topics of publications. Individuals listed are researchers. Their names, addresses, research subjects, research affiliations, and available publications are described. Both sections are alphabetically organized and each is subject-indexed. Organizations are also indexed by geographical area.

RECOMMENDED USAGE

Direct Contact

QUALITY

A valuable source of direct contact information. The ERIC Clearinghouse of Educational Management produces this directory, updating it annually.

COST

$3.50

CONTACT

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
(503) 686-5043

EDUCATIONAL MEDIA YEARBOOK

James W. Brown, ed. (1973)

RATIONALE FOR SELECTION

A valuable overview of all phases of educational media as well as contact information for variety of resources, agencies and foundations.

DESCRIPTION

Initial chapters describe all phases of media developments, research, manpower, sales and business. Also contains a directory of specific information on related organizations, foundations, federal granting agencies and multimedia resource directory with annotations. Resource directory contains material since 1960 that was available for sale, rental or loan as of 1972, both print and nonprint. Titles, which include catalogs of instructional materials as well as more theoretical discussions of types of approaches, are selected to be useful to anyone working or studying in the field. Yearbook has a general index as well as a more specific subject and author index to title listings in the resource directory.

RECOMMENDED USAGE

- Yearbook:
  - Current Awareness
  - Broad Survey
- Directory:
  - Topical Survey
  - Direct Contact

QUALITY

Very well organized and indexed collection of information of many types. Directories provide very accessible direct information for contacting organizations that have relevant information services, publications, and research projects. Broad overview possible from descriptive chapters, to be followed by more specific leads to individual topics through directory using this as a one-stop reference tool. Annotations assist in selection. Seems suited to users of all levels of expertise.

CONTACT

R. R. Bowker Company
1180 Avenue of the Americas
New York, New York 10036

EDUCATORS PURCHASING GUIDE

RATIONALE FOR SELECTION

A comprehensive compilation of multimedia educational products, information and contacts.

DESCRIPTION

Contains listings of producers of educational materials for specific levels, subject areas and media. Leads user to direct contact information for producers, publishers and distributors. Also contains lists of sales offices and publishers' outlets.

RECOMMENDED USAGE

Direct Contact

QUALITY

Provides direct contact with commercial companies marketing materials in a desired subject area, level, medium, etc. No evaluation data included. Color coded pages indicate various media groupings. Publishers of EPG provide their own telephone contact number for questions. This is generally available in libraries.

CONTACT

North American Publishing Company
401 N. Broad Street
Philadelphia, Pa. 19108

THE ENCYCLOPEDIA OF ASSOCIATIONS

8th Ed. (1973)

RATIONALE FOR SELECTION

Provides regularly updated information on a large number of educational and other organizations.

DESCRIPTION

Volume one lists national associations of the United States within subject groupings – alphabetically by keyword in the title of the association. Education is part five. Information provided includes address, activities, publications, divisions. There is an alphabetical and keyword index to the entire volume. Names of inactive or defunct associations are also listed. The third volume contains periodic supplements. Foundations are included among these entries.

RECOMMENDED USAGE

Direct Contact

QUALITY

This is a standard reference work, available at all libraries. One difficulty in using it, despite the valuable collection of information it contains, is the keyword entry which might be by the last word in the association's name.

COST

Cost of volume one is $45. Volumes one and three cost $93.

CONTACT

Gale Research Company
Book Tower
Detroit, Michigan 48226

NO. 21

ENCYCLOPEDIA OF INFORMATION SYSTEMS AND SERVICES

1st Ed. (1971)

RATIONALE FOR SELECTION

A descriptive guide to information systems and services, bringing together information that usually must be searched for in many separate places.

DESCRIPTION

The systems and services covered here include information centers, computer services, networks and cooperative programs, data banks, documentation centers, information storage and retrieval systems, research centers and project clearinghouses, referral centers, coordinating agencies, consulting services, professional associations and specialized reference services. Entry is alphabetical by title of the agency. Information given includes the service's address and telephone, date established, other sponsoring organizations, head of the unit, staff, description, scope, input sources, holdings, publications, microform services, magnetic tape services, other services, user restrictions. Related agencies are cross-referenced. The volume is indexed for subject, personal names and a variety of other specific information purposes such as consulting and planning services, abstracting and indexing services, etc.

RECOMMENDED USAGE

Direct Contact

QUALITY

A very useful collection for locating relevant information services. Indexing is very extensive and helpful.

CONTACT

Edwards Brothers
2500 South State Street
Ann Arbor, Michigan 48104

NO. 22

HOW TO INSTALL A NEW CURRICULUM

James M. Mahan and F. Jean Gull (1972)

LEVEL: Elementary

RATIONALE FOR SELECTION

A step-by-step guide to aid administrators in choosing and installing new curriculum.

DESCRIPTION

In addition to its step-by-step narrative approach, the handbook offers lists of references and resources and checklists to the administrator who is involved in change. It is part of a larger series (How to Get New Programs Into Elementary Schools) which carries the process through to evaluation.

RECOMMENDED USAGE

Broad Survey

QUALITY

Is useful for placing an administrator in contact with more direct information about actual programs. A very straightforward and non-technical guide to curriculum change which should be easy to use.

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, New Jersey 07632

NO. 23

LITERARY MARKET PLACE

RATIONALE FOR SELECTION

An annually revised source of information on the publishing world, including contact information.

DESCRIPTION

An annual directory of useful information on publishing companies including addresses, names of editors and officials and a list of companies by specialty. Publishers specializing in programmed learning materials are listed together. Less relevant miscellaneous information on newspaper columnists, literary bureaus, literary prizes, book clubs and the like is also included.

RECOMMENDED USAGE

Direct Contact

QUALITY

Comparable to the Publishers' Weekly and Publishers' Trade List. Published annually, this source is limited to book materials. It is best used as a source of contact information about publishers, editors who might be concerned with curriculum materials, and school coordinators.

CONTACT

R. R. Bowker Company
1180 Avenue of the Americas
New York, New York 10036

NO. 24

MEDIA SERVICES IN OPEN–EDUCATION SCHOOLS

Drexel Library Quarterly 9, No. 3 (July, 1973)

RATIONALE FOR SELECTION

A handbook dealing with the role of media services in realizing the objectives of the open school.

DESCRIPTION

An issue of the Drexel Library Quarterly devoted to the role of the media center and the media specialist in open schools. Authors of individual articles are educators and media specialists. Sample Articles: "Media Specialists Work with Teachers," "Media Specialists and Children: An Open Classroom Approach." The issue editor discusses three stages in the total integration of the media center with the open school approach. The article on student involvement with media lists examples of students' media projects. Articles contain references for further reading.

RECOMMENDED USAGE

Broad Survey

QUALITY

Provides a useful overview of the role of the media center and media specialist in the open school approach to education (K-12). The issue is out-of-print and available from ERIC/IR in hard copy and microfilm.

COST

Hard copy, $4.20 per 100 pages; microfilm, $.75.

CONTACT

ERIC Clearinghouse on Information Resources
Stanford University
Stanford, California 94305

NORTH AMERICAN EDUCATOR'S WORLD

RATIONALE FOR SELECTION

A handy reference guide to educational associations, foundations, research centers and conventions in the United States and Canada

DESCRIPTION

Directory is divided into six sections: associations, research centers, foundations, publications, a revised calendar of meetings, and conventions. An index to the associations indicating the location of information on association publications, on the associations themselves, and updated information in a supplement are also included. Entries in all sections are alphabetically arranged. The index to associations is at the front of the volume. The indexes to foundations and research centers precede those sections in the volume. The entries for research centers specify whether or not consulting services are available. Descriptions of centers and associations vary. For associations, information about their address, purpose and publications is provided. For foundations and research centers, information about addresses, purposes, activities and publications is generally included.

RECOMMENDED USAGE

Direct Contact

QUALITY

One limitation of this work is the lack of a subject index. It is, nonetheless, a valuable source of direct contact information when a specific organization's name is known. The conferences, workshops, publications, and special services (including consultation) of organizations of known relevance can be identified quickly through this source. The basic edition is updated annually through a supplement. It is available in most libraries.

CONTACT

North American Publishing Company
401 No. Broad Street
Philadelphia, Pa. 19108

PATTERSON'S AMERICAN EDUCATION

RATIONALE FOR SELECTION

A standard directory containing contact information on schools and educational associations.

DESCRIPTION

An annual directory listing, by state, departments of education, boards of education, state educational associations, schools (with addresses and principals). Also includes some private systems, associations and societies. There is a classified list of schools by subject. The volume has an index to schools by name.

RECOMMENDED USAGE

Direct Contact

QUALITY

Useful to use for direct contact with schools and associations as well as individuals such as state curriculum supervisors. Contains no description of the activities of organizations and persons included. Available in libraries.

CONTACT

Educational Directories, Inc.
P.O. Box 199
Mount Prospect, Illinois 60056
(312) 395-1811

RESEARCH CENTERS DIRECTORY
4th Ed.

RATIONALE FOR SELECTION
A source to locate research centers working in a particular area of interest.

DESCRIPTION
A listing of research centers by the subject of their research, giving information on their addresses, principal fields of research, and publications. Indexed by institution and by name of research center. Supplement issued to update the directory is called New Research Centers.

RECOMMENDED USAGE
Topical Survey
Direct Contact

QUALITY
Useful when necessary to find research information on a specific topic or to contact a research site directly. Institutions listed might be a source of consultant services.

CONTACT
Gale Research Company
Detroit, Michigan

SECOND HANDBOOK OF RESEARCH ON TEACHING

Robert W. Travers, ed. (1973)

RATIONALE FOR SELECTION

A very recent updating of a major handbook by N.L. Gage giving a good overview of the subject.

DESCRIPTION

A comprehensive overview in chapters by experts on all areas of research and innovation. Gives specific attention to developments in subject areas. References (generally recent publications) are provided for further reading. Volume is indexed for names and subjects.

RECOMMENDED USAGE

Broad Survey

QUALITY

A nicely put together overview of research. References can lead user to further literature on a particular subject. Available in libraries as a reference book.

CONTACT

Rand McNally and Company
10 East 53rd Street
New York, New York 10022

SOCIAL SCIENCES: A DIRECTORY OF INFORMATION RESOURCES IN THE UNITED STATES

Revised Ed. (1973)

RATIONALE FOR SELECTION

A recently updated guide to U.S. information resources in the social sciences which includes many of importance for education.

DESCRIPTION

A directory of information resources in the social sciences which includes professional societies, university research bureaus, government agencies, laboratories and information centers. Entries are listed alphabetically and numbered sequentially. The subject index is keyed to the numbers. Description of each resource contains name, address, areas of interest, publications, holdings, and information services.

RECOMMENDED USAGE

Direct Contact

QUALITY

Now that it has been updated, this is a very useful source for locating agencies for direct contact. Agencies are listed under the alphabetical listing for the main agency and are sometimes difficult to locate. This edition and the older edition are available in libraries.

COST

$6.90

CONTACT

U.S. Government Printing Office
Washington, D.C. 20402
Stock number 3000-00065

NO. 30

TEACHING HUMAN BEINGS: 101 SUBVERSIVE ACTIVITIES FOR THE CLASSROOM

Jeffrey Schrank (1972)

LEVEL: Secondary

USERS: Teachers

RATIONALE FOR SELECTION

An unconventional and imaginative approach to the role of the teacher with references to source materials.

DESCRIPTION

Schrank advocates a change in the communication between teacher and student so that they learn with one another. He claims this is a form of innovation that is possible in any classroom. His book includes exercises in exploring topics such as listening and other sensory education, hidden assumptions, chemicals and the body and learning about death. He mentions films, literature and games that can be used as resources for this type of education. Two appendices contain sources of films and descriptions of games and simulations available for purchase.

RECOMMENDED USAGE

Broad Survey
Topical Survey
Direct Contact

QUALITY

A very contemporary approach to education and the relationship between teacher and student that could be implemented by an interested teacher in any classroom without administrative change. Materials suggested by author are timely and ordering information is provided.

COST

Book costs $7.95 in hardback; $3.45 in paperback.

CONTACT

Beacon Press
25 Beacon Street
Boston, Massachusetts 02108
(617) 942-2110

NO. 31

THE USE OF COMPUTERS IN INSTRUCTION IN SECONDARY SCHOOLS

Warren J. Koch (1972)

LEVEL: Secondary

USERS: Administrators

RATIONALE FOR SELECTION

Selected as source of information about specific projects in computer assisted instruction.

DESCRIPTION

A pamphlet explaining how computers can be used in instruction, the requirements for their use and how schools can investigate their use. Specific information about consortia involved with computer assisted instruction, ongoing instructional projects and available software. Glossary included.

RECOMMENDED USAGE

Broad Survey
Direct Contact

QUALITY

This is current enough (1972) to be very useful for putting administrators in touch with actual program developers as well as giving them an idea of what is involved in adoption of computer assisted instruction. This pamphlet is a product of the NASSP and inexpensive. It is brief and not highly technical in nature.

COST

$1.50

CONTACT

National Association of Secondary School Principals
1210 Sixteenth Street, N.W.
Washington, D.C. 20036

INFORMATION SERVICES

BIOSIS (BIOSCIENCES INFORMATION SERVICE)

LEVEL: Secondary

AREA: Science–Biology

RATIONALE FOR SELECTION

Major abstracting and indexing service for the biological sciences with services oriented to secondary science curriculum.

DESCRIPTION

Producer of the major information service in the field of biology. Also provides a secondary school service called Curriculum Resource Materials which furnishes high school science teachers with four issues of Biological Abstracts, two issues of Bioresearch Index and 25 Guides to BIOSIS' Indexes, for instructing secondary science students in the techniques of literature searching. Provides an irregular newsletter for teachers using this service and has a teacher workbook projected for late 1974. An information specialist at BIOSIS serves as a liaison to workshops and schools that are interested in using BIOSIS tools as instructional materials.

RECOMMENDED USAGE

Direct Contact

QUALITY

BIOSIS' services are oriented toward instruction of serious secondary students in the sciences and teachers who are preparing such students for college level work and research. Education in literature searching for the sciences is not widely practiced but potentially valuable. BIOSIS plans to develop more contacts with secondary schools in the future.

COST

Cost is nominal – $25 – for the tools that are provided.

CONTACT

BIOSIS
2100 Arch Street
Philadelphia, Pa. 19103
(2 5) LO 8-4016

EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

RATIONALE FOR SELECTION

The most comprehensive information system for education in existence.

DESCRIPTION

A nationally sponsored information system for education developed by the Office of Education and now operated by the National Institute of Education. Composed of clearinghouses with areas of special interest for which they monitor, acquire, evaluate, abstract, index and list literature for inclusion in ERIC reference publications. Related products include the Thesaurus of ERIC Descriptors, a constantly updated list of subject terms used for classifying information and searching within the system and increasingly used in educational information centers and materials outside of ERIC, Research in Education (R.I.E.) and Current Index to Journals in Education (C.I.J.E.) (See Abstracting and Indexing Services). The system also produces bibliographies, newsletters, bulletins, interpretive summaries and reviews. The ERIC Report (See Journals and Newsletters) provides current information on the ERIC system.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey

QUALITY

ERIC is designed to serve the total range of users and their needs for educational information. Reference publications range from the technical and complex R.I.E. to popular translations in newsletters and other forms. A user without a specialized knowledge or interest would probably want to ask a librarian how to obtain the more usable repackaged information. Clearinghouses will also provide this assistance and direct inquiries to proper sources of information. Some of the clearinghouses are now in a state of change. The most up-to-date list of clearinghouses and their locations can be found in the latest numbers of Research in Education and the Current Index to Journals in Education. Several of the more relevant ones are included in this resource list. As a government-sponsored source, ERIC products are free or else reasonably priced and widely available through the ERIC Document Reproduction Service, P.O. Drawer O, Bethesda, Maryland 20014.

CONTACT

ERIC Central
Room 3013
400 Maryland Ave., S.W.
Washington, D.C. 20202

NO. 34

ERIC CLEARINGHOUSE ON EARLY CHILDHOOD EDUCATON

RATIONALE FOR SELECTION

The national clearinghouse of information relating to research and literature of early childhood education.

DESCRIPTION

The clearinghouse collects and processes reports and literature in its area of responsibility for inclusion in Research in Education and the Current Index to Journals in Education. It publishes a quarterly Newsletter and brochures, bibliographies and reports. The clearinghouse's publications list appears in the newsletter. It is involved in workshops and conferences. This particular clearinghouse especially welcomes direct contact with users by mail, telephone or through its resource library. Computerized searches in Research in Education and Current Index to Journals in Education are available on topics related to early childhood education.

RECOMMENDED USAGE

Direct Contact

QUALITY

Most useful on a direct contact basis for direction to information related to a specific problem. The Newsletter announces newly published or available curriculum materials and sourcelists and serves as a current awareness tool for those interested in this area of education.

COST

Newsletter, $2 a year; computerized searches range from $5 to $50.

CONTACT

ERIC/ECE
University of Illinois
805 W. Pennsylvania Ave.
Urbana, Illinois 61801

ERIC CLEARINGHOUSE ON EDUCATIONAL MANAGEMENT

RATIONALE FOR SELECTION

One of the most useful ERIC clearinghouses for general information.

DESCRIPTION

An ERIC clearinghouse concerned with collecting and disseminating information relating to management. Produces the very useful bibliographies in the Eric Abstract Series, a newsletter, a directory of organizations and individuals involved in educational management, a pamphlet series, and has recently initiated a literature searching service (See Information Services: SMIRS). Contributes to processing literature contained in R.I.E. and C.I.J.E.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Direct Contact

QUALITY

This is a very useful clearinghouse for those concerned with innovation. The ERIC Abstract Series has produced three bibliographies of relevance (See Bibliographies), a repackaging of information from the vast R.I.E. System in more meaningful form. The newsletter is full of current awareness information. The SMIRS service will accept questions and refer to proper agencies if necessary.

CONTACT

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403

ERIC CLEARINGHOUSE ON RURAL EDUCATION AND SMALL SCHOOLS

RATIONALE FOR SELECTION

The coordination center for educational material on Spanish-Americans, Indians and rural education.

DESCRIPTION

The primary concerns of this clearinghouse are the educational problems of Spanish-Americans, Indian-Americans, migratory workers and those in rural schools. In addition to processing literature for the larger ERIC system, it also publishes 5-year bibliographies which are computer produced with a machine generated subject index and include document résumés. The clearinghouse has a computer search service (CIFERS) for R.I.E. and C.I.J.E., producing a printout of retrieved document résumés.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

In addition to its publication and coordination of literature on rural education generally, this clearinghouse sponsors a demand computer service and produces bibliographies on a regular basis.

COST

An average search retrieves 250 document citations and costs approximately $10 for computer time and $4 for a "set-up" fee.

CONTACT

ERIC/CRESS
New Mexico State University
Box 3AP
Las Cruces, New Mexico 88003

NO. 37

ERIC CLEARINGHOUSE ON TESTS, MEASUREMENTS AND EVALUATION

RATIONALE FOR SELECTION

A national clearinghouse for information on testing and evaluation procedures, techniques, and materials.

DESCRIPTION

The clearinghouse coordinates information in the important area of evaluation and measurement. In addition to processing documents for the ERIC indexes, it produces reports on developments in its area of interest.

RECOMMENDED USAGE

Direct Contact

QUALITY

The clearinghouse is located at the Educational Testing Service, a major developmental agency in testing and evaluation. It would be a useful agency to contact directly for direction to general or specific information in this area of education.

CONTACT

ERIC/ETS
Princeton, N.J. 08540
(609) 921-9000

ERIC INFORMATION RETRIEVAL CENTER FOR THE DISADVANTAGED

RATIONALE FOR SELECTION

The national clearinghouse for information on the urban disadvantaged.

DESCRIPTION

The interest of this clearinghouse is in the area of the education of the urban disadvantaged. It particularly emphasizes use of non-print media and produces many materials on videotapes, audiotapes, and cable-television programs. In addition, it publishes reviews, bibliographies, state-of-the-art and opinion papers, the IRCD Bulletin and the Urban Disadvantaged Series. It is concerned with the total range of educational approaches to the disadvantaged.

RECOMMENDED USAGE

Direct Contact

QUALITY

A very active center that is important for those planning new programs for the disadvantaged.

CONTACT

ERIC/IRCD
Teachers College
Columbia University
Box 40
New York, N.Y. 10027

EXCEPTIONAL CHILD EDUCATION ABSTRACTS

RATIONALE FOR SELECTION

The major ongoing source of information on curriculum related materials for exceptional children.

DESCRIPTION

A quarterly abstracting service based on the documents in the computer file of the Council for Exceptional Children Information Center. Contains a variety of materials from journal articles and conference proceedings to curriculum materials, bibliographies and research reports. A listing of titles in the CEC journal collection is printed in each issue. Abstracts are listed by an EC accession number and indexed by author, title and subject. The documents are available from the ERIC Document Reproduction Service.

RECOMMENDED USAGE

Topical Survey

QUALITY

A valuable and practical source of information and curriculum materials, since documents are obtainable from ERIC. Printing is better and more legible than most ERIC related abstract journals. There is no table for converting ED to EC accession numbers. Available in some libraries.

COST

A subscription is $50 a year.

CONTACT

Council for Exceptional Children
Information Center on Exceptional Children
ERIC Clearinghouse on Handicapped and Gifted Children
1920 Association Drive
Reston, Va. 22091

NO. 40

RESEARCH AND INFORMATION SERVICES FOR EDUCATION (R.I.S.E.)

RATIONALE FOR SELECTION

An example of an information service available to a specific region and to other users on a contract basis.

DESCRIPTION

An information center serving Montgomery County, Pennsylvania schools and serving other users by contract and for fees. Provides literature searches, both computerized and manual, in ERIC system and other major education-related data bases such as Psychological Abstracts, as well as other resources. ERIC descriptors are basis for subject searches. Information specialists are available for consultation with users. Has holdings of ERIC documents, 100 periodical titles, pamphlets, conference publications, and school district and commercially produced curriculum materials. Services include literature searches on specific topics, document and résumé reproduction. Produces bibliographies and a newsletter. Target users are educators within the supporting region and others.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

Particularly valuable for literature searches with specialists available to give the user assistance in framing the problem. Computer search is specific but expensive for non-members. Two types of searches are available: a limited search for 100 references with no document retrieval and a comprehensive search for which the end product is a package of actual relevant documents. Users not in the area of this center probably would not find it accessible to use.

COST

The difference in cost between the two types of searches is $25 for the limited search (taking about 10 days) and an average of $300 for the comprehensive search (taking 2-3 weeks). Services are generally free to educators within Montgomery County and the Archdiocese of Philadelphia.

CONTACT

Research and Information Services for
Education (R.I.S.E.)
198 Allendale Road
King of Prussia, Pa. 19406
(215) 265-6056

SCHOOL MANAGEMENT INFORMATION RETRIEVAL SERVICE (SMIRS)

ERIC Clearinghouse on Educational Management

RATIONALE FOR SELECTION

An example of the recent extension of the clearinghouse concept to include computerized literature searching services.

DESCRIPTION

Clearinghouse on Educational Management will accept well-defined problems from users by mail or telephone and send publications or refer to another clearinghouse for an answer. In the area of management, the clearinghouse will perform manual searches of ERIC indexes. Referral to the Intermediate Education District for a computer search in Research in Education, the Current Index to Journals in Education, Vocational and Technical Education Abstracts will be made for particular problems. Computer search can be based on up to 20 ERIC descriptors for an output of 130 document résumés. Target users of this service are school administrators.

RECOMMENDED USAGE

Topical Survey

QUALITY

Useful for a searcher with a specific topic who can wait for 1-2 weeks (turnaround time). Particularly useful for queries within vocational and technical education for which the data base is not available at all computerized searching centers. The clearinghouse will assist with phrasing a query in ERIC descriptors.

COST

Search cost is reasonable, $16, and must be prepaid.

CONTACT

SMIRS
ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
(503) 686-5043

NO. 42

SCHOOL RESEARCH INFORMATION SERVICE (SRIS)

RATIONALE FOR SELECTION

An example of an information service sponsored by a major professional association providing computerized literature searching.

DESCRIPTION

An information service offering a computer search in ERIC's Research in Education and Current Index to Journals in Education. Uses up to 12 ERIC descriptors. Related products include abstracts, copies of reports, lists of ERIC documents (See also Organizations: Phi Delta Kappa).

RECOMMENDED USAGE

Topical Survey

QUALITY

Useful for specific searches on a topic that can be defined by ERIC descriptors. Turnaround time is 3 weeks which does not make SRIS a fast source of information.

COST

The cost is $15 for a search in one data base and $21 for both Research in Education and Current Index to Journals in Education.

CONTACT

Phil Delta Kappa
School Research Information Service
Eighth and Union
Bloomington, Indiana 47401
(812) 339-1156

NO. 43

SPECIAL EDUCATION INSTRUCTIONAL MATERIALS/REGIONAL MEDIA CENTERS NETWORK (SEIMC/RMC)

RATIONALE FOR SELECTION

A major information service in the area of curriculum for exceptional children.

DESCRIPTION

A network, presently composed of 3 national, 13 regional centers, 4 regional media centers and 300 associate centers in the U.S. and its territories, serving special educators, teachers and administrators who want to improve education of exceptional children through better use of instructional media and materials. Services consist of collection, storing and dissemination of information about commercial multimedia instructional materials as well as literature searches, reference and response to inquiries. Primary emphasis is on service to exceptional children at the elementary level, but some local centers also emphasize generally applicable materials. Certain centers sponsor workshops. The Council for Exceptional Children, one of the national centers, is also the site of the ERIC Clearinghouse for Handicapped and Gifted Children.

RECOMMENDED USAGE

Direct Contact

QUALITY

Direct contact is the way to learn of the activities of these centers which are an extremely valuable source of curriculum materials, although specific services differ from center to center. Some organizational change is predicted in the future at the regional level, but the local centers should remain as they are.

CONTACT

Special Education IMC/RMC
Suite 928
1411 South Jefferson Davis Highway
Arlington, Va. 22202

JOURNALS AND NEWSLETTERS

AEDS MONITOR

RATIONALE FOR SELECTION

A well-regarded specialized journal dealing with computer-assisted instruction (CAI).

DESCRIPTION

A monthly journal containing articles and news on computer-assisted instruction for schools and colleges. What's New at ERIC contains information from and about the ERIC Clearinghouse on Educational Media and Technology. The journal is oriented to the technical specialist who is working with computer-assisted instruction.

RECOMMENDED USAGE

Current Awareness

QUALITY

AEDS is a major professional association concerned with computers in education. The Monitor's ERIC column is a useful way of keeping abreast of clearinghouse activities related to this area of education.

COST

Subscription cost is $15 a year.

CONTACT

Association for Educational Data Systems
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

AV COMMUNICATION REVIEW

RATIONALE FOR SELECTION

A major research-oriented audiovisual education journal.

DESCRIPTION

A quarterly review of instructional audiovisual developments that is very research-oriented. In addition to articles, issues contain book reviews and research abstracts from ERIC.

RECOMMENDED USAGE

Current Awareness

QUALITY

A useful current awareness tool for those interested in audiovisual research. Like Audiovisual Instruction, it is a publication of the Association for Educational Communication and Technology. The ERIC abstracts included are selected for their potential interest and are easy to scan since subject terms describing the documents are printed in the left margin. This periodical is widely available in libraries.

COST

Subscription price is $13 a year.

CONTACT

Association for Educational Communication
and Technology
1201 Sixteenth St., N.W.
Washington, D.C. 20036

AUDIOVISUAL INSTRUCTION

RATIONALE FOR SELECTION

The most widely available journal for audiovisual education.

DESCRIPTION

A monthly journal devoted to methods of improving instruction through use of audiovisual and multimedia technology. Materials and equipment are reviewed regularly. A regular column provides news of ERIC projects and available literature related to audiovisual instruction. Articles consider methodology of audiovisual instruction as well as research.

RECOMMENDED USAGE

Current Awareness
Topical Survey

QUALITY

This journal is found in most libraries and is covered by the major education indexes as well. It is valuable for its news of audiovisual activities generally, and includes a regular column on the ERIC Clearinghouse. Has its own annual index for specific topical searches within a volume.

COST

Annual subscription rate is $12.

CONTACT

Association for Educational Communication and Technology
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

CURRENT CONTENTS: SOCIAL AND BEHAVIORAL SCIENCES

RATIONALE FOR SELECTION .

An example of a current awareness service which includes education and covers several journals identified as important for developments in curriculum.

DESCRIPTION

A weekly current awareness subscription publication reproducing title pages of periodicals identified as key to the field. Those of interest for education and curriculum include Educational Technology, Educational Leadership, and The Educational Forum. Education is included among the other social and behavioral sciences. There is a weekly subject index of words from titles of articles appearing and an author and address directory. All articles are available through OATS (Original Author Tear Sheet).

RECOMMENDED USAGE

Current Awareness

QUALITY

Subject experts recommend the journals to be covered and the selection is good for current awareness. Provides interesting interdisciplinary perspective with related fields of psychology and sociology included in same issue. Subject index is not very helpful since it is based on words appearing in titles. Available in many libraries.

COST

Expensive service at $135 annually (52 weeks).

CONTACT

Institute for Scientific Information
325 Chestnut Street
Philadelphia, Pa. 19106

CURRICULUM LETTER

RATIONALE FOR SELECTION

A periodical very specifically oriented to covering developments in curriculum practice and products.

DESCRIPTION

A newsletter issued ten times a year. Each newsletter covers new developments across a wide range of educational levels (K-12).

RECOMMENDED USAGE

Current Awareness

QUALITY

Useful for a quick survey of what is happening at a specific instructional level. Widely available in libraries with an education section. Croft offers a wide variety of newsletters for teachers and administrators working at various grade levels and in various subject areas.

COST

Newsletter is $15 a year.

CONTACT

Croft-NEI Publications
24 Rope Ferry Road
Waterford, Conn. 06385

EDUCATIONAL LEADERSHIP

RATIONALE FOR SECTION

The journal of the Association for Supervision and Curriculum Development, a major professional association for curriculum improvement.

DESCRIPTION

A journal issued eight times a year. Contains articles about techniques of instruction and experiences at various schools. ASCD conferences, publications and news are announced here.

RECOMMENDED USAGE

Current Awareness

QUALITY

Of particular interest for those to whom ASCD's activities are of interest, since the journal reports ASCD news. This is a major journal and available in nearly all libraries.

COST

$8 a year.

CONTACT

Association for Supervision and Curriculum
Development
1701 K St., N.W.
Washington, D.C. 20006

EDUCATIONAL RECAPS

RATIONALE FOR SELECTION

A well-organized newsletter briefly covering more lengthy reports of new educational programs.

DESCRIPTION

A newsletter issued 10 times a year, presenting items quoted from other sources on new educational programs for preschool, elementary, secondary and also college levels.

RECOMMENDED USAGE

Current Awareness

QUALITY

A useful service for locating items of interest in other published sources (generally journals). The subject of each news item included is printed in the left margin for easy scanning. Available in most libraries.

COST

$5 a year.

CONTACT

Educational Testing Service
Princeton, New Jersey 08540

EDUCATIONAL TECHNOLOGY

RATIONALE FOR SELECTION

A major educational magazine focusing on change in education.

DESCRIPTION

A monthly journal featuring news and articles on the application of research to instructional methods. Trends in curriculum are discussed. Announcements of conferences on educational technology appear here. The publishers of this journal produce other literature of interest to curriculum specialists (teachers and administrators) and it is often mentioned in the journal.

RECOMMENDED USAGE

Current Awareness

QUALITY

A standard source of information on developments in educational technology. Indexed in both Education Index and Current Index to Journals in Education. Available in most libraries.

COST

Subscription cost is $21 a year.

CONTACT

Educational Technology Publications, Inc.
140 Sylvan Ave.
Englewood Cliffs, N.J. 07632

EPIEGRAM

RATIONALE FOR SELECTION

An important consumer-oriented current information source for those who will be adopting and purchasing educational products.

DESCRIPTION

A newsletter published 18 times a year by the EPIE Institute, which also issues the longer EPIE Report on available products. This publication is a faster source of information about new products because it contains preliminary reports on materials that EPIE Report will deal with in greater detail.

RECOMMENDED USAGE

Current Awareness

QUALITY

A quick source of current consumer information on educational products. Provides an assessment of the quality or potential utility of a given product. For in-depth reporting, the EPIE Report is preferable.

CONTACT

The EPIE Institue
463 West St.
New York, N.Y. 10014

THE ERIC REPORT

RATIONALE FOR SELECTION

Valuable news of activities at all ERIC Clearinghouses.

DESCRIPTION

Bimonthly newsletter with news from various clearinghouses, lists of new products and ERIC services. Each issue also explores a central theme.

RECOMMENDED USAGE

Current Awareness

QUALITY

Valuable collection of news from all ERIC clearinghouses. Very useful for broad current awareness.

COST

No charge for a subscription.

CONTACT

The ERIC Report
ERIC Clearinghouse for Junior Colleges
96 Powell Library
UCLA
Los Angeles, Calif. 90024

NO. 54

THE INDEPENDENT SCHOOL BULLETIN

RATIONALE FOR SELECTION

Journal of a major independent school association which reports on interests of its members.

DESCRIPTION

A quarterly journal of the National Association for Independent Schools. Articles cover approaches to teaching as well as specific programs that have been attempted. News of activities of member schools and announcements of NAIS conferences can be found in the *By the Way* section.

RECOMMENDED USAGE

Current Awareness

QUALITY

A very attractive journal with lively articles by practicing teachers in independent schools. A useful source for keeping abreast of activities at independent schools, some of which are very well-known. Not available in all libraries.

COST

Subscriptions are $4 to members of NAIS and $6 to nonmembers.

CONTACT

National Association for Independent Schools
4 Liberty Square
Boston, Mass. 02109

THE INDIVIDUALIZED LEARNING LETTER

RATIONALE FOR SELECTION

A current information source specifically oriented to individualized learning.

DESCRIPTION

A newsletter, published 18 times annually, containing news on developments in the area of individualized learning. Aimed at administrators, the letter presents brief summaries of local implementations of individualized learning techniques, announcements of conferences and workshops and reports of recent meetings. The contents of the issue are listed on the front page.

RECOMMENDED USAGE

Current Awareness

QUALITY

A useful current awareness tool for those with a specific interest in individualized learning. Could lead to conferences and workshops on the subject and contact with other interested organizations and schools.

COST

A subscription is $40 annually. It is not widely available otherwise.

CONTACT

The Individualized Learning Letter
67 East Shore Road
Huntingdon, N.Y. 11743
(516) 421-3419

NEWSLETTER FOR RESEARCH AND INFORMATION SERVICES FOR EDUCATION

RATIONALE FOR SELECTION

A free source of information on Pennsylvania's Title III projects.

DESCRIPTION

A newsletter published five times a year, principally to disseminate information on Title III projects in operation throughout the state of Pennsylvania.

RECOMMENDED USAGE

Current Awareness

QUALITY

A source of current awareness information on Title III projects in Pennsylvania for those to whom this limited area would be of interest.

COST

This is a free service.

CONTACT

R.I.S.E.
198 Allendale Road
King of Prussia, Pa. 19406
(215) 265-6056

THE PHI DELTA KAPPAN

RATIONALE FOR SELECTION

Journal of a major professional organization, frequently publishing material relevant to curriculum development.

DESCRIPTION

Published monthly from September to June. Articles are usually written by educational scholars. Purpose is to advance thinking in education, research, service and leadership. Contains Research Notes and Books sections.

RECOMMENDED USAGE

Current Awareness

QUALITY

A major journal for current awareness of developments in education and educational research. Classified advertisements list consultant services. This journal is also generally available in libraries.

COST

$8 a year.

CONTACT

The Phi Delta Kappan
Eighth and Union
Bloomington, Indiana 47401

NO. 58

PROGRAMMED LEARNING AND EDUCATIONAL TECHNOLOGY

RATIONALE FOR SELECTION

A major British research-oriented journal for programmed instruction.

DESCRIPTION

The journal of the Association for Programmed Learning and Educational Technology, published six times a year in Britain, but containing contributions from an international body of educators, especially Americans. Contains discussions of current developments in education, especially in regard to research. Typical articles are "Radio Broadcasts as Resources – Using Programmed Adjuncts" and "A Comparison of Learner Control and Machine Control Strategies for Computer Assisted Instruction."

RECOMMENDED USAGE

Current Awareness

QUALITY

A quality core journal for reports of educational research and not limited to the English or American scene. Indexed in Current Index to Journals in Education and covered by Current Contents (q.v.). Has value for current awareness of a more technical type of information. Abstracts of articles are printed at beginning to help reader determine whether article is of interest. Available in larger libraries.

COST

Subscription cost is $5 a year.

CONTACT

Association for Programmed Learning and
Educational Technology
33 Queen Anne St.
London W1
England

NO. 59

PUBLISHER'S WEEKLY

RATIONALE FOR SELECTION

The major trade journal of the publishing world.

DESCRIPTION

A weekly magazine of the publishing trade, containing advertisements of new books (both hard and paperback) and trade news. The Calendar contains announcements of meetings, conventions, conferences and book exhibitions. Special issues in the spring and fall cover children's books. Each issue contains indexes to advertisers, book titles and authors.

RECOMMENDED USAGE

Direct Contact

QUALITY

Valuable source of information on publishers' activities although limited to book materials. The Calendar indicates where and when book exhibits and meetings will be held. This is not, however, a quick source of information. It is available in all libraries.

COST

Subscription cost is $20 a year

CONTACT

R. R. Bowker Company
1180 Avenue of the Americas
New York, New York 10036

REVIEW OF EDUCATIONAL RESEARCH

RATIONALE FOR SELECTION

A major journal reviewing research in education.

DESCRIPTION

The quarterly journal of the American Educational Research Association. Reviews research literature bearing on education. Contains own index to the year's volume in the fall issue.

RECOMMENDED USAGE

Current Awareness
Topical Survey

QUALITY

A useful review of research literature by authors who are scholars and clearly identified by their specialization, degrees, positions and addresses in the journal. A current awareness tool for more technical information. It is also searchable on specific topics through its own volume index. It is available in most libraries.

COST

Subscription cost is $10 a year.

CONTACT

American Educational Research Association
1126 Sixteenth Street, N.W.
Washington, D.C. 20036

NO. 61

TEACHING EXCEPTIONAL CHILDREN

RATIONALE FOR SELECTION

A major journal for teachers of exceptional children.

DESCRIPTION

A quarterly journal aimed at teachers of exceptional children and oriented to their problems and concerns. It features a teacher idea exchange, a news column on current trends, legislation and educational innovations, including notice of conferences.

RECOMMENDED USAGE

Current Awareness

QUALITY

The journal is a publication of the Council for Exceptional Children, a major organization in special education and part of a national network of centers working in this area. In addition to its teacher orientation, the journal is valuable for its news of Council activities. Advertisements would also be interesting for news of instructional materials.

COST

A subscription is $7.50 a year.

CONTACT

Council for Exceptional Children
1411 South Jefferson Davis Highway
Suite 900
Arlington, Virginia 22202

TODAY'S EDUCATION

RATIONALE FOR SELECTION

The journal of a major professional teachers' association.

DESCRIPTION

This is the official journal of the National Education Association. It appears quarterly, and publishes a wide variety of articles on education, including innovations in curriculum and educational technology. Conferences are announced and reported in Today's Education. Publishers and distributors of materials advertise regularly in its issues.

RECOMMENDED USAGE

Current Awareness

QUALITY

Relevant articles on curriculum developments are very likely to appear here. Advertisements should be of particular interest to educators on the lookout for new materials. Conferences announced in the journal might be the source of contacts with persons working or interested in the same areas. Although membership in NEA is necessary for a subscription to this journal, it is widely available in libraries.

CONTACT

National Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036
(202) 833-4000

ORGANIZATIONS

ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY (AECT)

RATIONALE FOR SELECTION

A major professional association working to improve instruction through the application of audiovisual technology.

DESCRIPTION

An association concerned with the application of audiovisual techniques in the improvement of instruction. Members are mainly those involved in audiovisual applications or research. Publishes two of the major journals, Audiovisual Instruction and AV Communication Review, as well as bibliographies and brochures related to its work. The association has consulting and referral services, mainly for members.

RECOMMENDED USAGE

Direct Contact

QUALITY

A valuable association to investigate when audiovisual techniques are an area of interest. The journals published are a source of current awareness for AECT's activities.

CONTACT

AECT
1201 Sixteenth St., N.W.
Washington, D.C. 20036

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD)

RATIONALE FOR SELECTION

An important professional association oriented specifically toward curriculum.

DESCRIPTION

An association for administrators and teachers that is interested in the improvement of curriculum and methods of teaching and supervision at all educational levels. Holds an annual national convention where curriculum materials developed by local schools and districts are exhibited. The list of materials exhibited and purchasing information is published as a pamphlet entitled Curriculum Materials. ASCD publishes Educational Leadership (See Journals and Newsletters) and a yearbook. Has affiliates in all states except Alaska. Source of a variety of literature relevant to curriculum innovation.

RECOMMENDED USAGE

Direct Contact

QUALITY

A useful organization to contact. If time and resources permit, attendance at ASCD's annual conference would be useful for contact with other educators involved in curriculum improvement and for awareness of new developments and trends.

CONTACT

ASCD
1701 K Street, N.W.
Washington, D.C. 20006
(202) 467-6480

CARNEGIE CORPORATION OF NEW YORK

RATIONALE FOR SELECTION

An example of a foundation providing financial support for educational research relevant to curriculum innovation.

DESCRIPTION

A foundation providing grants to educational institutions for research and demonstration projects in early childhood education and education of the disadvantaged. Issues The Carnegie Quarterly, a quarterly newsletter describing some of the projects supported by the foundation. The annual report of the foundation offers a more complete description of its activities.

RECOMMENDED USAGE

Direct Contact

QUALITY

A foundation such as the Carnegie Corporation is of value when its activities involve an area of particular interest to the school seeking information. Direct contact would be the fastest means of obtaining information. Foundations are sometimes a source of funding for a serious research or demonstration project. Current awareness of the activities of the foundation could be maintained by reading the Carnegie Quarterly.

COST

The Quarterly is a free publication.

CONTACT

The Carnegie Corporation of New York
437 Madison Avenue
New York, New York 10022

COUNCIL FOR EDUCATIONAL DEVELOPMENT AND RESEARCH, INC. (CEDaR)

RATIONALE FOR SELECTION

A source of non-technical and awareness information on activities, services, and products of participating educational laboratories and research and development centers.

DESCRIPTION

A council composed of 10 national educational laboratories and 9 university-based research and development centers which exists to disseminate information about the research and products of the participating agencies. Publishes the CEDaR Catalog (See Sourcelists) describing the products developed by those agencies. Both currently available and anticipated products are included in the Catalog, together with profiles of ongoing programs within each agency.

RECOMMENDED USAGE

Current Awareness

QUALITY

A useful organization for maintaining awareness of the activities and products of the member laboratories and research centers. CEDaR reports on the activities of those agencies in lay terms, whereas the publications of the agencies themselves might be too technical.

CONTACT

CEDaR
Suite 206
1518 K St., N.W.
Washington, D.C. 20005

EDUCATION DEVELOPMENT CENTER, INC.

RATIONALE FOR SELECTION

A nonprofit research corporation involved in many curriculum related activities.

DESCRIPTION

A private nonprofit corporation for research and development. Open education is a particular area of interest. Produces curriculum materials in series in several disciplinary areas. Publishes bibliographies and monographs as well as a newsletter – EDC News – covering publications and activities. Sponsors workshops and provides a service, Open Education Advisory, to public schools that wish to develop open education programs.

RECOMMENDED USAGE

Direct Contact

QUALITY

EDC activities are of particular interest to those interested in open education. They encourage direct contact. The EDC News provides current awareness of the Center's activities.

CONTACT

Education Development Center
55 Chapel Street
Newton, Mass. 02160
(617) 969-7100

EDUCATIONAL ALTERNATIVES PROJECT

RATIONALE FOR SELECTION

A source of information and contacts for alternative experiments in public education.

DESCRIPTION

An information center that coordinates information and news about alternative education. Related products include Changing Schools (an occasional newsletter), A Directory of Alternative Public Schools, as well as bibliographies, various publications and regional conferences on alternative education.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

An information source for those specifically interested in alternative education. The opportunities for direct contact through the directory issued by this project are unique. The newsletter and directory are not generally available in libraries and must be purchased from the project.

COST

Changing Schools, $3 for a minimum of 4 issues.

CONTACT

Educational Alternatives Project
Indiana University
School of Education, Room 328
Bloomington, Indiana 47401

NO. 69

EDUCATIONAL PRODUCTS INFORMATION EXCHANGE (EPIE)

RATIONALE FOR SELECTION

An important nonprofit professional institute issuing evaluative literature on educational systems and materials.

DESCRIPTION

A consumer-oriented information exchange producing *Educational Products Reports* nine times a year (5 in depth and 4 in brief) evaluating instructional materials, equipment and systems from the standpoint of characteristics and actual performance. Related products include *EPIEGRAM* (see Journals and Newsletters).

RECOMMENDED USAGE

Evaluative Information

QUALITY

A useful source of evaluative information about materials prior to purchase or adoption. The Institute is nonprofit, independent, and highly regarded. Publications are also available in libraries.

COST

Membership (including a subscription to *EPIE Report*) is $50.

CONTACT

The EPIE Institute
463 West Street
New York, N.Y. 10014

EDUCATIONAL RESEARCH COUNCIL OF AMERICA

RATIONALE FOR SELECTION

A council of participating school districts providing curriculum programs, materials and consultant services.

DESCRIPTION

A nonprofit research and development council for elementary and secondary schools which are participating members. Council has own professional/technical staff, consultant educators and a board of trustees (community and business leaders). Departments of the council provide information and assistance to member schools in the areas of multimedia materials; design and production of reports, brochures and other publications; a wide range of subject disciplines; evaluation and testing; administrative services; and in-service education. Produces curriculum materials for a range of disciplines and educational levels. Workshops sponsored by ERC are designed to train teachers in implementation of new curricula.

RECOMMENDED USAGE

Direct Contact

QUALITY

Provides valuable assistance and consultant services to participating schools in implementing new curricula. Materials can be purchased by nonmembers. Workshops are open to staff members from participating and nonparticipating schools, although fees are higher for nonmembers. Catalog of curriculum materials for sale is available from Council.

CONTACT

Educational Research Council of America
Rockefeller Building
Cleveland, Ohio 44113
(216) 696-8222

EDUCATIONAL RESEARCH SERVICE, INC.

RATIONALE FOR SELECTION

A valuable information source on research in actual schools and districts.

DESCRIPTION

An independent nonprofit subscription service sponsored by several national professional administrative organizations (such as AASA). Produces research reports for school administrators. School districts are charged a graduated fee, and share in gathering and reporting research. Publications include Research Briefs on timely topics, e.g., Summary of Research on Open Education, and a series called Research by Local School Systems, which is an annotated listing of reports about research at the local level, with ordering information and prices.

RECOMMENDED USAGE

Topical Survey
Evaluative Information

QUALITY

A very valuable service which produces a number of items oriented to curriculum planning. Membership is by district rather than individual. Graduated fees help smaller districts afford service. Reports are also for sale individually.

CONTACT

Educational Research Service
Suite 1012
1815 North Fort Myer Drive
Arlington, Va. 22209

ENTELEK: COMPUTER ASSISTED/COMPUTER MANAGED INSTRUCTION INFORMATION EXCHANGE

RATIONALE FOR SELECTION

A valuable source of current communication and information for those involved in computer assisted and programmed instruction.

DESCRIPTION

A subscription service designed to circulate information among those working with computer assisted, computer managed, and programmed instruction. A monthly data book provides cards which can be removed for filing. Cards contain abstracts of research reports, specifications of programs, and descriptions of facilities. The research abstracts are indexed by author, key word in title and serial number. Related publications include a newsletter (monthly) and irregular working papers. Subscribers can purchase microfiche copies of files distributed prior to the start date of their subscription.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

Of value mainly to those actually involved in developing such projects as a source of current awareness, topical information and direct contact. Material is too technical for those not committed to programs of this type. Instructions for setting up files are clear and color coding of different types of cards is useful.

COST

Subscription is $97.50.

CONTACT

ENTELEK, Inc.
Newburyport, Mass. 01950
(617) 465-3000

FAR WEST LABORATORY FOR EDUCATIONAL RESEARCH AND DEVELOPMENT

RATIONALE FOR SELECTION

An educational laboratory which has been actively concerned with dissemination of information about innovative curricula.

DESCRIPTION

Developer of the ALERT Sourcebook (q.v.) of elementary curricula, programs, and projects, as well as a Directory of elementary school sites where curriculum programs described in the Sourcebook are operational. Far West has also produced a series of Information Units, summary profiles of a limited number of quality-tested programs in the following areas: Early Childhood, Elementary Mathematics, Social Studies (Secondary), and American Government. The units are a valuable source of information relevant to curriculum adoption decisions. Each unit contains an introductory overview, summary descriptions of the programs, and guidelines for decision-making. Some units are multimedia; others are print only. The mathematics unit, scheduled for publication in 1974, surveys the following programs: The Nuffield Project, Madison Project, University of Illinois Arithmetic Program, IPI, Patterns in Arithmetic, MINNEMAST, IMS, Comprehensive School Mathematics Program, Developing Mathematical Processes, and Unified Science and Mathematics for Elementary Schools. The science unit, published in 1970, presents reports on: ESS, IDP, SCIS, S-APA, COPES, MINNEMAST.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A very good source of information about innovative curricula, particularly at the elementary level. Information products of the laboratory are well-packaged and organized, so that pertinent programs can be identified with minimum expenditure of time and energy. Capsule summaries are surprisingly inclusive. Typical program profile discusses subject area, appropriate grade level, recommended application, objectives, topical coverage, instructional strategy, teacher and student roles and materials, as well as cost and availability.

CONTACT

Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, California 94103

LEARNING RESEARCH AND DEVELOPMENT CENTER

University of Pittsburgh

RATIONALE FOR SELECTION

An example of a university-based research and development center involved in curriculum-related research.

DESCRIPTION

The center is involved in basic and applied behavioral science research related to education. Theories of of instruction and principles of teaching are given special emphasis. Has developed Individually Prescribed Instruction and Computer Assisted Instruction projects. Holds an annual conference on learning. Center has a reference library on curriculum design; educational psychology and computer technology. The LRDC Newsletter reports on research at the center, its applications, and lists the center's new publications. LRDC also issues a separate list of its publications.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information

QUALITY

For those interested in areas of research in progress at the Center, LRDC's publications would be a valuable source of information. The newsletter provides current updates on specific activities of the Center.

CONTACT

Learning Research and Development Center
University of Pittsburgh
Mineral Industries Building
Pittsburgh, Pa. 15213
(412) 621-3500

NATIONAL CENTER ON EDUCATIONAL MEDIA AND MATERIALS FOR THE HANDICAPPED (NCEMMH)

RATIONALE FOR SELECTION

Source of evaluation data on educational materials for the handicapped.

DESCRIPTION

Among other activities, this center evaluates educational products for the handicapped. Recommends certain products for dissemination or field testing. Some products are recommended for prototype development; some rejected. Eventually plans to disseminate appropriate products.

RECOMMENDED USAGE

Direct Contact

QUALITY

Answers a very real need for some form of systematic evaluation of educational products for the handicapped. It is necessary to contact the center for detailed information on their activities and conferences.

CONTACT

National Center on Educational Media and Materials
for the Handicapped
220 West 12th Ave.
Columbus, Ohio 43210

THE NATIONAL EDUCATION ASSOCIATION

RATIONALE FOR SELECTION

A major national professional association providing a focus for professional development and change in all areas, including curriculum.

DESCRIPTION

A nonprofit independent professional association for educators. Various divisions of NEA concentrate on different aspects of education, but many—such as Instruction and Professional Development—are involved in consideration of means for curriculum innovation. The association's journal, Today's Education (See Journals and Newsletters) contains articles on curriculum and announces conferences of the association at which there are book exhibitions by publishers and discussion of innovative programs. The NEA publications catalog lists the miscellaneous papers and bibliographies that the association publishes.

RECOMMENDED USAGE

Direct Contact

QUALITY

The NEA as an association is probably most valuable to an educator seeking information on curriculum innovation through the human contacts possible at its meetings and conferences when time and funds exist for this type of professional participation. The publications of the main body and its related agencies would provide faster and more specific assistance with regard to well-defined topics.

CONTACT

National Education Association
1201 Sixteenth St., N.W.
Washington, D.C. 20036
(202) 833-4000

NO. 77

NATIONAL SCIENCE FOUNDATION

RATIONALE FOR SELECTION

A foundation providing federal support for the development of curriculum materials.

DESCRIPTION

A foundation providing support and funding for the development of curriculum materials, as well as projects for training school personnel in the selection and use of the materials developed. Course and Curriculum Improvement Projects (1970) describes 72 science course material development projects supported by the National Science Foundation. The foundation's Guide to Programs describes some that are currently under development. Five NSF-sponsored projects for the summer of 1974 will establish regional dissemination and implementation centers (including demonstration schools) for the Human Sciences Program developed at the Biological Sciences Curriculum Study Council, Boulder, Colorado. Directories of projects for training in curriculum materials are available from the National Science Foundation's Division of Pre-College Education in Science.

RECOMMENDED USAGE

Direct Contact

QUALITY

Projects sponsored by the National Science Foundation are a potential source of useful publications and materials. Schools and districts might seek funding for their own project or send staff members to relevant projects held locally. Direct contact with the agency to secure its list of programs and publications is a recommended step for those with general interest in this area.

CONTACT

National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550
(202) 655-4000

NEW SCHOOLS EXCHANGE

RATIONALE FOR SELECTION

One of few current sources of information about alternative schools.

DESCRIPTION

An information center coordinating information about private alternative schools. Information on existing schools is solicited by questionnaire. Publications of the Exchange are the 1973-74 Directory of Alternative Schools, which lists schools by state and provides the location, educational goals and approach, tuition costs, age level served and size of schools listed; and New Schools Exchange Newsletter, which is issued monthly (except during July and August) and carries news of activities related to alternative schools and updates the directory.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Educators and laymen with an interest in experiments in alternative education will be interested in this exchange as a source of information for locating and contacting individual experimental schools. The newsletter is useful for the exchange of information on the activities of corresponding schools. These publications are not generally available in libraries.

COST

A subscription to the newsletter with the directory is $10 a year.

CONTACT

New Schools Exchange
P.O. Box 820
St. Paris, Ohio 43072

PHI DELTA KAPPA

RATIONALE FOR SELECTION

A major professional association which produces many useful materials related to curriculum innovation.

DESCRIPTION

A professional association which holds conferences; publishes a journal (The Phi Delta Kappan) (See Journals and Newsletters), monographs and pamphlets, and sponsors an information searching service (SRIS) (See Information Services).

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information

QUALITY

Membership in Phi Delta Kappa is not necessary to enjoy many of the valuable services the association offers. Its published literature includes a "fastback" series of 20 titles on contemporary problems in education, many of which are related to problems in curriculum innovation.

CONTACT

Phi Delta Kappa
Eighth and Union
Bloomington, Indiana 47401

NO. 80

RESEARCH FOR BETTER SCHOOLS, INC.

RATIONALE FOR SELECTION

An example of an educational research and development laboratory actively involved in the development, testing, and dissemination of innovative curriculum products.

DESCRIPTION

A nonprofit corporation which develops and disseminates innovative curricula, RBS places special emphasis on individualizing and humanizing instruction and relating research to educational needs. Products include instructional materials for students, and training materials for teachers and administrators. RBS products are currently being used by more than 342,000 students in over 1300 schools throughout the nation. IPI Mathematics (K-6), Individualized Science (K-6), Individualized Spelling and Writing Patterns, and IPI Reading (K-6) are among the innovative elementary curricula available at the present time. With the exception of the reading program, all have been commercially published. Other curricula under development include Individualized Middle (School) Mathematics (IMM); a Piaget-based social studies program called Social Encounter and Research Curriculum for Humanization (SEARCH) (K-11 years); and Systematic Progress in Reading and Literature (SPIRAL), a reading program for grades 4-6. There is also a basic skills program for adult learners called Individualized Learning for Adults (ILA).

The laboratory also produces curricula for affective education. Achievement Competence Training (ACT) teaches elementary students a strategy for setting and achieving goals. ACT is published by the Webster Division of McGraw-Hill Publishing Company. Making Judgments develops the critical thinking skills of junior high school students. Other curriculum packages under development include: Skills for Ethical Action for middle school age students; Testing Interpersonal Hypotheses, for developing skill in interpersonal relationships in grades 3 and 4; and Making Changes, for fostering creative thinking skills in middle school age students. RBS has also formed an Academy for Career Education, a cooperative employer-school based educational program for secondary students.

RBS produces reports on its programs and on the materials it develops. The reports are available through its Public Information Office. RBS will respond to direct inquiry and, when appropriate, also make referrals to other agencies.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A valuable source to contact for information about innovative curricula.

CONTACT

Public Information Office
Research for Better Schools, Inc.
1700 Market Street, Suite 1700
Philadelphia, Pa. 19103
(215) 561-4100

U.S. OFFICE OF EDUCATION

RATIONALE FOR SELECTION

A national agency and vast system producing a wealth of information relevant to curriculum.

DESCRIPTION

The Office of Education administers and coordinates national efforts to develop educational resources in the United States. Programs initiated, funded and administered by the Office of Education touch on all areas of curriculum innovation. There are also regional offices which coordinate programs within a particular geographical region and distribute fliers and bulletins about those programs. Regional offices accept inquiries and will direct them to appropriate programs within the region or to other appropriate regions. Publications of the Office of Education are listed in the Government Printing Office's Monthly Catalog and the Office of Education's own semi-annual catalog. The Office of Education also publishes the annual Education Directory of schools, educational associations, etc.

RECOMMENDED USAGE

Direct Contact

QUALITY

Comprehensive but difficult to deal with as a whole. Helpful to a user interested in a particular segment of the Office of Education's operation and activities. Otherwise, probably best approached through a librarian or information specialist. Without a great deal of time to spend in searching, the user is probably most likely to want to use services such as bibliographies and publications of the Office of Education that are obtainable from a library, an information service, or the Government Printing Office.

CONTACT

U.S. Office of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
(202) 963-1100

WORKSHOP FOR LEARNING THINGS

LEVEL: Elementary

RATIONALE FOR SELECTION

An interesting group involved in developing innovative materials and services for creative learning.

DESCRIPTION

A group of educational innovators developing materials and activities to make the educational process more enjoyable and informal. Workshops are held in Watertown, Massachusetts, or at a local site, depending on the needs of those consulting the group. The materials produced by the Workshop are tested with children and teachers in classrooms before they are marketed. Kits for photography, printing presses, and furniture are typical of the materials produced. Our Catalog lists materials available for purchase. Materials and activities of this group are aimed at parents, teachers and administrators.

RECOMMENDED USAGE

Direct Contact

QUALITY

An interesting source of ideas and materials that are informal and unconventional. Probably most compatible with an open school approach to curriculum.

COST

Our Catalog, $.50.

CONTACT

Workshop for Learning Things
5 Bridge Street
Watertown, Mass. 02171

SOURCELISTS

ALERT: A SOURCEBOOK OF ELEMENTARY CURRICULA, PROGRAMS AND PROJECTS

Far West Laboratory for Educational Research and Development (1972)

LEVEL: Elementary

RATIONALE FOR SELECTION

A selective sampling of innovative curricula and resources in a variety of forms and for a range of users.

DESCRIPTION

A select listing of curriculum materials chosen from the comprehensive Educational Development Information File compiled at Far West Laboratory, and including model projects, teacher training programs and resources. Provides information about goals, use, cost, availability, and references for each item. Currency of the information is also indicated. Organization of the volume is by subject discipline with a section for multi-subject areas. The whole volume is indexed by subject, title and author.

RECOMMENDED USAGE

Topical Survey
Evaluative Information

QUALITY

Contains very specific information on materials and activities involved and the costs of materials. Well indexed for quick use in locating information pertinent to a subject area or particular program. Generally available in libraries.

COST

$5.05

CONTACT

Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, California 94103

CAS QUARTERLY

RATIONALE FOR SELECTION

One of the few evaluative information sources on instructional applications of published educational materials.

DESCRIPTION

A quarterly subscription service selecting textbooks and supplementary materials in chosen subject areas for description and evaluation. Gives complete information on grade level, organization, application and costs. The editors' column briefly discusses general curriculum topics. Each issue contains information on additions and revisions to already published text editions. Contents page on cover indicates subject coverage in that issue. Cumulative index to issues in the volume is on back cover of each issue.

RECOMMENDED USAGE

Current Awareness
Evaluative Information

QUALITY

Evaluations are by academic educators, teachers and librarians, and are signed. Most useful as a source of up-to-date information on texts in a given subject area. The lack of a cumulative index to all the volumes makes searching for a specific topic or text somewhat time-consuming. Suitable for use by teachers and curriculum committees.

COST

A year's subscription is $35.

CONTACT

Curriculum Advisory Service
500 S. Clinton St.
Chicago, Illinois

CEDaR CATALOG
4th Ed. (1974)

RATIONALE FOR SELECTION
A unique source of information on select research and development programs and products from educational laboratories and university-based research and development centers.

DESCRIPTION
A two-volume set describing programs and products, both available and anticipated, from 20 national educational laboratories and university-based research and development centers associated with CEDaR (See Organizations: Council for Educational Development and Research, Inc.). Programs are grouped by producer and by educational category with alternating color sheets to distinguish sections. Cross-referencing is provided for programs which fall into more than one category. Information provided for each product includes: name, producer, program or product units, target audience, product evaluation, product characteristics, price, actual availability or, for the anticipated products in Volume 2, anticipated availability. The index to both volumes is at the end of Volume 2.

RECOMMENDED USAGE
Topical Survey

QUALITY
This is not only a unique source of information on the products of these laboratories and research centers, but it also provides useful references to evaluative literature when it exists for a product and contact information for purchasing. Indexing of volumes and colored pages to distinguish sections are good. Running title at the top of the pages makes searching for a particular entry within a section easier. This source is often available in special libraries devoted to education.

COST
$14.50

CONTACT
Commercial Education Distribution Service
P.O. Box 3711
Portland, Oregon 97208

NO. 86

EDUCATOR'S PROGRESS SERVICE

Educator's Guide to Free Films
Educator's Guide to Free Filmstrips
Educator's Guide to Free Health, Physical Education and Recreation Materials
Educator's Guide to Free Science Materials
Educator's Guide to Free Social Science Materials
Educator's Guide to Free Tapes, Scripts and Transcripts
Educator's Guide to Free Materials
Elementary Teacher's Guide to Free Curriculum Materials

RATIONALE FOR SELECTION

A selective source of free curriculum materials compiled by educators.

DESCRIPTION

Annotated listings of supplementary curriculum materials of many types. Complete ordering information is included. Listings are indexed by subject and source. Target users for these sourcelists are teachers.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

These sourcelists have become standard tools. They are revised periodically and much new material is included with each revision. The selected items are judged for appropriateness, timeliness, format and content. These volumes are available in most libraries.

CONTACT

Educator's Progress Service, Inc.
Randolph, Wisconsin 53956

NO. 87

F & I LEARNING MATERIALS
16th Ed. (1972)

RATIONALE FOR SELECTION

A selective list of free and inexpensive teaching aids for elementary and secondary levels.

DESCRIPTION

Educational aids are grouped under 112 subject headings to parallel units taught in schools. Educational level of the materials and usefulness is indicated. Ordering information is included in all cases. See also references are included in subject categories. The volume is indexed by subject on a more specific level. Target users are primarily teachers interested in supplementary materials.

RECOMMENDED USAGE

Topical Survey

QUALITY

The criteria are clearly stated. The present editor of the volume is an educator and the work, now in its 16th edition, has long been a standard reference work. Contains carefully compiled direct ordering information for the materials.

COST

$3

CONTACT

Division of Surveys and Field Services
George Peabody College for Teachers
Nashville, Tennessee 37203

THE GUIDE TO SIMULATION GAMES FOR EDUCATION AND TRAINING

David W. Zuckerman and Robert E. Horn,
2nd Ed (1973-74)

RATIONALE FOR SELECTION

Sourcelist for a large number of simulations and games in a variety of subject areas, including education.

DESCRIPTION

A sourcelist for over 600 games and simulations grouped by subject area. Indicates, for each game, the age level for which it is suited, the number of players, the time it requires, and the page on which it is described. Annotated entries indicate developer, playing data, materials, costs, producer, with comments on its use and a summary description. Volume is indexed for titles of games and names of creators/producers. Classified categories for games include business, economics, history, sociology, skill development, etc. Includes a chapter by Twelker and Layden on sources for studying this type of instructional material.

RECOMMENDED USAGE

Topical Survey
Evaluative Information
Direct Contact

QUALITY

Intended mainly for curriculum use and includes a chapter on "How Students Can Make Their Own Simulations." Chapter 12 concentrates on simulations for training administrators and teachers. Does provide some evaluation of materials included. Volume has recently been updated and expanded.

COST

Volume is $15.

CONTACT

Department E
Information Resources, Inc.
Box 417
Lexington, Massachusetts 02173

INDEX TO COMPUTER-ASSISTED INSTRUCTION
3rd Ed. (1971)

RATIONALE FOR SELECTION
A comprehensive listing of programs in computer-assisted instruction at all stages of development, to promote communication between users and developers.

DESCRIPTION
Lists over 1,000 programs, mostly non-commercial, located through responses to questionnaires sent to projects identified from technical reports, annual reports and correspondence. Author, source description, skills needed by students, level of instruction, type of student, average completion time, logic of program, use, supplementary materials, status, availability, funding agency, descriptive literature, language, center processor, and terminal are indicated for each entry. The main listing is by subject with indexes by subject matter, central processor, program language, instructional logic and source. Contains an appended list of new organizations and related activities. The product is aimed at those interested in developing computer-assisted instruction programs.

RECOMMENDED USAGE
Topical Survey

QUALITY
This is a product of the Instructional Media Laboratory of the University of Wisconsin (Milwaukee). Helpful to a user with technical interest in identifying specific programs or types of programs. The source index can lead to institutions developing computer-assisted instruction programs.

CONTACT
Harcourt Brace Jovanovich, Inc.
757 Third Ave.
New York, N.Y. 10017

NO. 90

LEARNING DIRECTORY

Westinghouse Learning Corporation (1970-71)

RATIONALE FOR SELECTION

A comprehensive listing of available commercially produced multi-media instructional materials.

DESCRIPTION

A comprehensive listing of 200,000 items in 600,000 entries by subject. Information provided for each entry includes: grade level, medium, title, size, color, date, price, and source. Source index references appropriate publisher's catalog for each item. Contact information is provided for obtaining catalogs.

RECOMMENDED USAGE

Topical Survey

QUALITY

Directory includes currently available materials which are intrinsically instructional. Should be updated soon, as the present edition (1970-71) was probably compiled in 1969-70. No description or evaluation of items provided. Multiple subject entry is made at highly specific levels, but there is no cross-referencing to aid the searcher. Westinghouse provides postcards to send for catalogs of publishers if catalogs are not available locally. This source is generally available in educational libraries.

CONTACT

Westinghouse Learning Corporation
100 Park Avenue
New York, New York 10017

NO. 91

MATERIALS FOR THE OPEN CLASSROOM

Skip Ascheim, ed.

LEVEL: Elementary

RATIONALE FOR SELECTION

A new and unconventional sourcebook describing the philosophy of open education and actual learning materials.

DESCRIPTION

A collection of essays on learning and growth of children and the open education approach, together with resources (materials and games) for the open classroom. Materials are described in terms of their recommended use and information on cost and availability is also provided. Suppliers of materials are listed together with an order form for some of the materials included in the book. Indexed by subject and proper name.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey

QUALITY

An attractive book for general reading about open education. Also useful as a locator of materials that are unconventional. Essays are illustrated with cartoons and photographs of all products are included.

COST

The book is $3.

CONTACT

Dell Publishing Company
1 Dag Hammarskjold Plaza
New York, New York 10017

PROGRAMMED INSTRUCTION GUIDE

Vol. 1, 3rd Ed. (1973)

RATIONALE FOR SELECTION

A comprehensive sourcelist of published programmed instruction materials.

DESCRIPTION

Contains publisher-provided data collected in 1972 on programmed instruction for elementary and high school levels. Lists over 1,000 programs from 82 sources. Arrangement of entries is by subject matter or content using the Dewey Decimal Classification. Information on a program includes author, title, publisher, level, description, length, components, student prerequisites, objectives, tests, availability of evaluative data, teaching devices required, cost, catalog number, year of publication or most recent version, target population. Indexes list programs by subject matter, by titles under source, and by target population. An appendix contains the addresses of publishers.

RECOMMENDED USAGE

Topical Survey

QUALITY

Useful for learning about published programs which currently exist. Not an evaluative source, but listings do indicate when test results are available from the publisher. Indexes provide useful access for a specific topical search. Lack of page headings on index and guide pages makes beginning and end of divisions difficult to find. The work is available in most education libraries.

CONTACT

ENTELEK, Inc.
42 Pleasant St.
Newburyport, Mass. 01950

NO. 93

THE PUBLISHERS' TRADE LIST ANNUAL

RATIONALE FOR SELECTION

A comprehensive collection of book publishers' trade lists for each year.

DESCRIPTION

An annual multi-volume compilation of major publishing houses' trade lists arranged alphabetically by name of publisher. Items listed are in-print books for sale in the year covered by the volume. Books in Print provides an author, title and subject index to the books listed in the annual.

RECOMMENDED USAGE

Broad Survey

QUALITY

Most useful for a broad survey. Describes the total yearly output of each publisher. Series are usually grouped together. Type of entry and arrangement differs from publisher to publisher. A bit difficult to search specifically as there are no indications where one trade list begins and another ends. Limited to book materials.

CONTACT

R. R. Bowker Company
300 N. Zeeb Road
Ann Arbor, Michigan 48106

A REPORT ON THE ANALYSIS OF SOME PROCESS-ORIENTED CURRICULA: AN ANNOTATED LISTING

Eastern Regional Institute for Education (1969)

LEVEL: Elementary

RATIONALE FOR SELECTION

A select and evaluative listing of process oriented curricula with further references that can be most valuable to those interested in process-centered curricula.

DESCRIPTION

Considers a select group of process-oriented curricula (both published and unpublished) for the elementary level, describing what has been attempted and how successfully it has been realized. Refers to other literature about each individual program. Names of developer, publisher, and distributor are also provided. The table of contents lists specific programs by name.

RECOMMENDED USAGE

Evaluative Information

QUALITY

This is a useful source of critical information for a user with a specific curriculum program in mind, if it is included in this listing and not more recent than 1969. In addition to reviewing the analysis of the program presented in the report, the user also can trace the literature on that program through the references provided with minimal search time and cost. This would also be a helpful source for the user generally interested in evaluating a group of process-centered curricula. There is no index to subject or proper names. Table of contents is the only access to material contained here.

CONTACT

Eastern Regional Institute for Education
635 James St.
Syracuse, N.Y. 13203

NO. 95

THE SEED CATALOG: A GUIDE TO TEACHING/LEARNING MATERIALS

Jeffery Schrank (1974)

RATIONALE FOR SELECTION

Unconventional sourcelist for a variety of learning materials by an educator with a determined view of what education should be.

DESCRIPTION

A sourcelist, covering publications, periodicals, organizations, audio materials, films, video materials, games, multimedia materials and devices, that is well and amusingly illustrated and contains prices, addresses and contact information for products. An index to the materials is provided. The author feels that these materials — of an unconventional and nonconformist nature — can be more effectively used by a committed teacher and students than an expensive learning package.

RECOMMENDED USAGE

Broad Survey
Topical Survey
Direct Contact

QUALITY

A helpful source of information on currently available learning materials of an unconventional and unusual nature. Aimed at teachers who are interested in such an approach. Can also be used as an overview of a new approach to instruction. Direct contact information is included in the catalog.

COST

Paperback edition costs $5.95.

CONTACT

Beacon Press
25 Beacon St.
Boston, Massachusetts 02108
(617) 942-2110

XEROX CURRICULUM BRIEFS

RATIONALE FOR SELECTION

A valuable tool for evaluating, selecting and retrieving curriculum materials developed in school districts.

DESCRIPTION

An annual subscription service in three parts. The subject index, based on ERIC descriptors, gives access to the numbered briefs of curriculum materials. Each brief indicates the title of the package and developer, the age level, target groups, teaching methods, learning activities, testing techniques, contents, notes on supplementary materials, other projects from the same group, and evaluation data, if available. The document is abstracted and critically annotated by an outside curriculum specialist. Index and briefs form a single volume. The actual documents are available on microfiche similar to ERIC microfiche and can be reproduced. Materials available have been developed by local schools and school districts. Target users would be teachers and curriculum planning committees.

RECOMMENDED USAGE

Topical Survey
Evaluative Information

QUALITY

Useful for locating new curricula in many areas and at many levels in a brief time period. Assists in locating evaluations of programs if they exist. A better source for locating and assessing locally produced materials than the ASCD Curriculum Materials. Copies of documents are also available from Curriculum Materials Copy Service on a demand basis. Due to the expense and the breadth of coverage the total file would be a school or district purchase.

COST

The cost of the index-briefs volume for a year is $50. The index-briefs with the microfiche file cost $495.

CONTACT

Xerox University Microfilms
Curriculum Materials Clearinghouse
300 North Zeeb Road
Ann Arbor, Michigan 48106
(313) 761-4700

INDEX

STUDENT LEARNING MATERIALS SOURCES OF INFORMATION

This index lists sources alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Use the grid on the left to identify the type of source. Appropriate user and educational level notations and the entry number follow the title of the source.

Sources that are organizations are coded in the grid as follows:

Organizations - Professional	Pro
Organizations - Research and Development	RD
Organizations - Special Focus	SF
Organizations - University-Based	U

The following symbols indicate appropriate users:

Administrators	A
Teachers	T
Paraprofessionals	P

Abstracting and Indexing Services	Bibliographies	Descriptions and Reports of Innovative Projects	Directories and Handbooks	Information Services	Journals and Newsletters	Organizations	Sourcelists	
					●			AEDS Monitor (T), 44
					●			AV Communication Review (A, T), 45
							●	ALERT: A Sourcebook of Elementary Curricula, Programs and Projects (A, T - Elementary), 83
		●						Alternative High Schools: Some Pioneer Programs (A, T - Secondary), 10
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					●			Audiovisual Instruction (A, T), 46
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				●				BIOSIS (Biosciences Information Service) Science, Biology (A, T - Secondary), 32
	●							Bibliography of Open Education, A (A, T - Elementary), 6
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						RD		CEDaR, Council for Educational Development and Research, Inc. (A, T), 66
						●		Carnegie Corporation of New York (A, T), 65
			●					Consumer's Guide to Educational Innovations, A (A, T), 15
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					●			Current Contents: Social and Behavioral Sciences (A, T), 47
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						RD		Educational Research Council of America (A, T), 70
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			●					Educator's Purchasing Guide (A, T), 19
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					●			Phi Delta Kappan, The (A, T), 57
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			●					Teaching Human Beings: 101 Subversive Activities for the Classroom (T - Secondary), 30
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U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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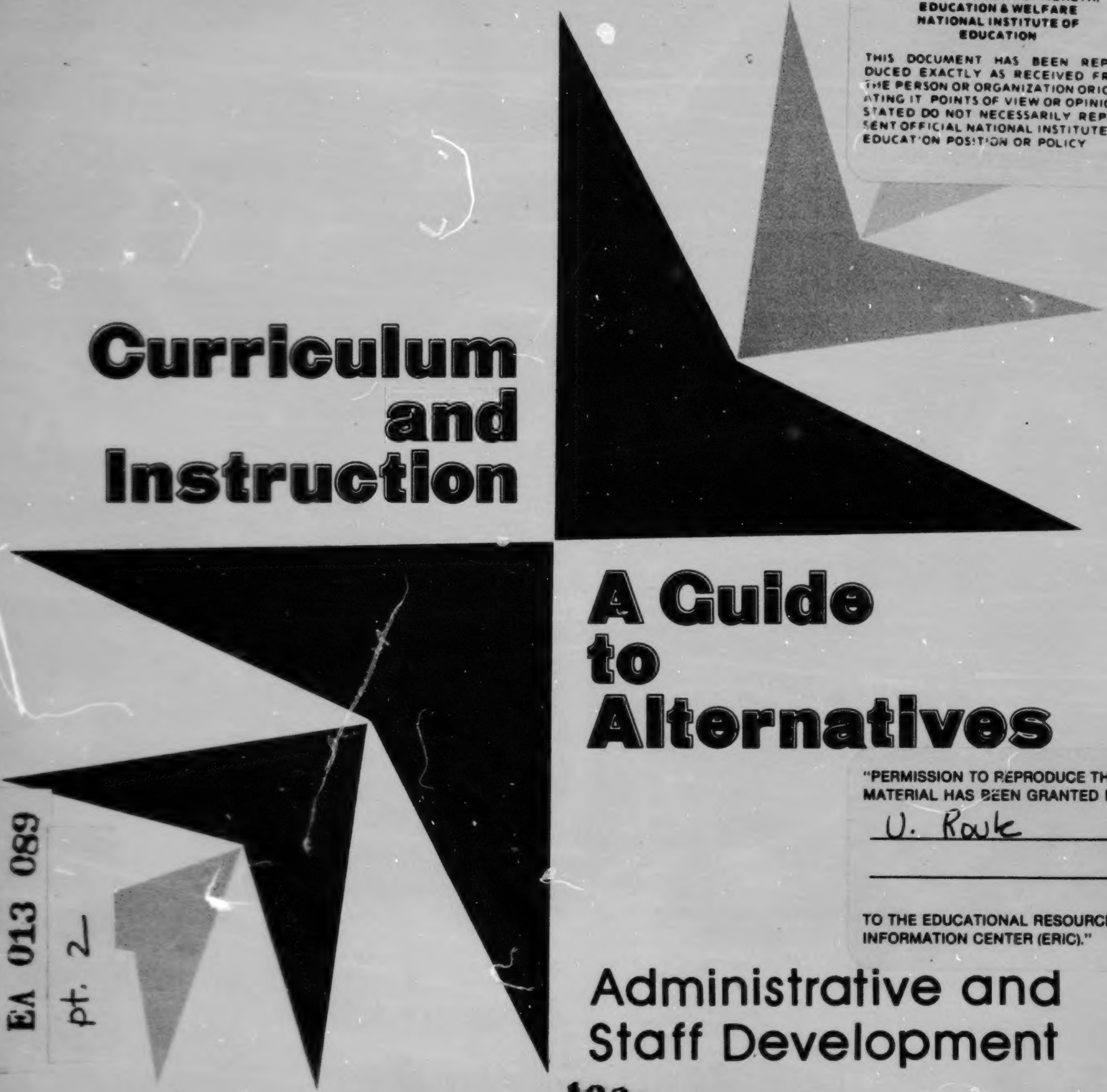
Curriculum and Instruction



A Guide to Alternatives

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
U. Rouk

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Administrative and Staff Development

EA 013 089
pt. 2

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Curriculum and Instruction

A Guide to Alternatives

Administrative and Staff Development

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Developed by
Sharon Tumulty
Barbara Casini

Research for Better Schools, Inc.
Robert G. Scanlon, Executive Director
April, 1976

OCT 6 1980

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INTRODUCTION

OVERVIEW

Curriculum and Instruction: A Guide to Alternatives is a reference guide which school personnel can use in seeking ways to improve curriculum and instruction. The Guide includes descriptions of various sources of information, as well as selected products and methods. It is organized in four volumes. The first volume provides information on Student Learning Materials; the second, Administrative and Staff Development; the third, Resource Allocation; and the fourth volume is a master index which lists the contents of the three preceding volumes.

This is the volume on Administrative and Staff Development. Its contents are organized in two sections: (1) Sources of Information and (2) Training Products. The first section contains descriptions of various sources of information for locating new programs and approaches for administrative and staff development, and the second section describes specific training products. The sources are arranged according to type – e.g., directory, journal, organization – and the products are arranged alphabetically by title. Each source or product has been assigned a separate entry number. The entries are listed in numerical order in the table of contents that precedes each section and alphabetically by title in the index located at the end of each section. Note: The information in this volume is current as of May, 1974.

ENTRY FORMAT

Each entry in this volume contains the following information:

(1) **Title** – Lists name of source or product.

(2) **Rationale for Selection** – Cites reason why source or product has been included in the volume.

(3) **Description** – In the case of a source of information, discusses ways in which the source can be helpful in locating materials for administrative or staff development. In the case of an actual training product, presents detailed information about the product

(4) **Recommended Usage** – Suggests how source or product may be employed.

(5) **Quality** – Considers the overall utility and/or value of the source or product in terms of such issues as recency, availability, ease of use, time requirements, comprehensiveness, performance effectiveness, etc.

(6) **Cost** – Lists direct purchase costs.

(7) **Contact** – Provides information which will enable users to acquire, order, or access the source or product, or obtain related materials.

An example of a typical entry format appears on the next page. The example comes from the training product section of the volume. Training product entries also include area of application, user, and type of product notations.

NO. 171

ANALYSIS FOR DECISION MAKING

Howard Raiffa with Loran T. Thompson

AREA: Problem-Solving Skills/Planning Skills

USERS: Administrators

TYPE: Self-instructional cassette and graphic kit, using programmed exercises and case studies

RATIONALE FOR SELECTION

A self-instructional package providing instruction in decision analysis with several learning options.

DESCRIPTION

A package that provides self-instructional and self-paced learning for decision analysis. Utilizes audio presentation coordinated with graphic materials in the modules. Module topics include: "Decision Trees," "Utility Theory: Basic Concepts" and "Subjective Probability." Concepts are supplemented by programmed exercises, supplementary problems and case studies. Learning options are indicated for each module to provide training ranging from an overview to an intensive course of instruction preparing the participant to apply the tools of decision analysis independently. Requires 12-65 hours to complete, depending on options selected.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Developed by an instructor at Harvard Business School on basis of his teaching experience. Not designed specifically for educators but generally useful to administrators.

COST

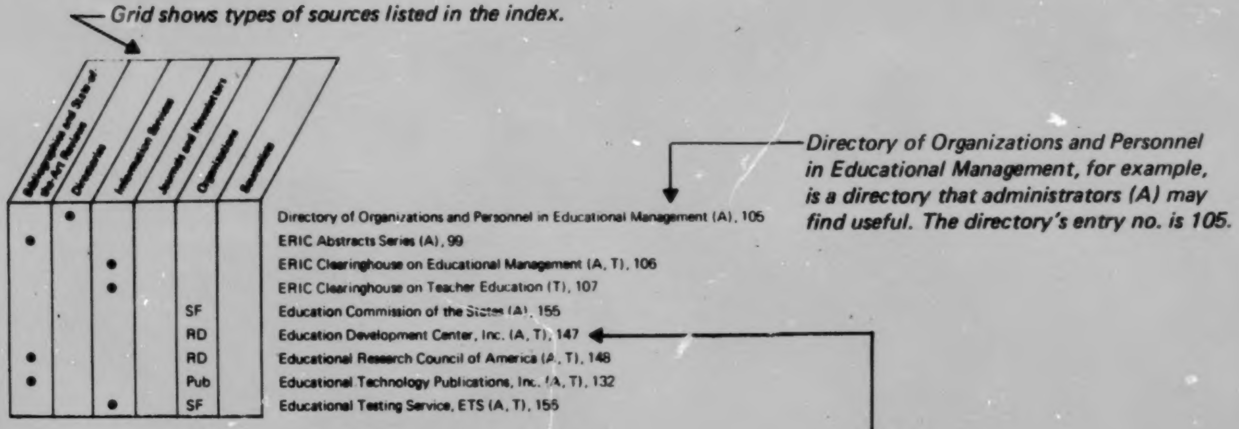
Complete course (10 books plus 20 cassettes) costs $750.

CONTACT

Encyclopedia Britannica Educational Corporation
425 North Michigan Avenue
Chicago, Illinois 60611

SECTION INDEX: SOURCES OF INFORMATION

This section index lists sources of information alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Appropriate user and educational level notations and the entry number follow the title of the source. The grid in the index identifies the types of sources listed – e.g., directory, organization, sourcelist. The format of the index is illustrated below.



Grid shows types of sources listed in the index.

Bibliographies and State-of-the-Art Reviews	Directories	Information Services	Journals and Newsletters	Organizations	Sourcelists	
	●					Directory of Organizations and Personnel in Educational Management (A), 105
●						ERIC Abstracts Series (A), 99
		●				ERIC Clearinghouse on Educational Management (A, T), 106
		●				ERIC Clearinghouse on Teacher Education (T), 107
				SF		Education Commission of the States (A), 155
				RD		Education Development Center, Inc. (A, T), 147
●				RD		Educational Research Council of America (A, T), 148
●				Pub		Educational Technology Publications, Inc. (A, T), 132
		●		SF		Educational Testing Service, ETS (A, T), 156

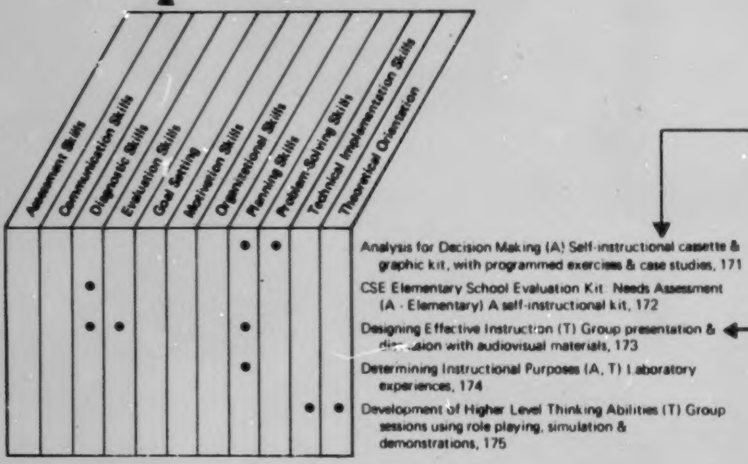
Directory of Organizations and Personnel in Educational Management, for example, is a directory that administrators (A) may find useful. The directory's entry no. is 105.

Information sources that are organizations have been categorized by type – e.g., Special Focus, Publisher. The code (RD) indicates that the Education Development Center is a research and development organization that can be used by administrators and teachers (A, T). An explanation of the code precedes the index.

SECTION INDEX: TRAINING PRODUCTS

This index lists training products alphabetically by title. Appropriate user, educational level, and type of product notations and the entry number follow the title of the product. The grid in the index identifies area(s) of product application – e.g., assessment, communication, evaluation. The format of the index is illustrated below.

Grid shows areas in which products listed in the index can be applied.



Assessment Skills	Communication Skills	Diagnostic Skills	Evaluation Skills	Goal Setting	Motivation Skills	Organizational Skills	Planning Skills	Problem-Solving Skills	Technical Implementation Skills	Theoretical Orientation	
							●	●			Analysis for Decision Making (A) Self-instructional cassette & graphic kit, with programmed exercises & case studies, 171
		●									CSE Elementary School Evaluation Kit: Needs Assessment (A - Elementary) A self-instructional kit, 172
		●	●				●				Designing Effective Instruction (T) Group presentation & discussion with audiovisual materials, 173
							●				Determining Instructional Purposes (A, T) Laboratory experiences, 174
									●	●	Development of Higher Level Thinking Abilities (T) Group sessions using role playing, simulation & demonstrations, 175

Analysis for Decision Making, for example, is a self-instructional kit that can be used by administrators (A) to develop planning and problem-solving skills. The product's entry no. is 171.

Designing Effective Instruction is a group presentation for teachers (T) that deals with diagnostic, evaluation, and planning skills.

ADMINISTRATIVE AND STAFF DEVELOPMENT
SOURCES OF INFORMATION
ENTRIES 97-170

AN ANNOTATED LISTING OF SOURCES FOR LOCATING MATERIALS AND APPROACHES FOR ADMINISTRATIVE AND STAFF DEVELOPMENT

This annotated listing of information sources represents several types of sources--Bibliographies and State-of-the-Art Reviews, Journals and Newsletters, Directories, Information Services, Sourcelists, and Organizations--selected because of their practical utility for locating currently available administrative and staff development materials and approaches. Entries have been grouped by type, listed alphabetically within the group, and classified according to appropriate user population--administrator, teacher and/or paraprofessional. In addition, each source has been coded to indicate how it might best be utilized.

Code	**Explanation**
Current Awareness	A source for maintaining current awareness of new developments in an area of interest.
Broad Survey	A source for conducting a broad general survey of a subject.
Topical Survey	A source for conducting a search on a specific topic.
Evaluative Information	A source for locating evaluative information.
Direct Contact	A source for establishing direct contact with a person, an agency, or a publisher.

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BIBLIOGRAPHIES AND STATE-OF-THE-ART REVIEWS

COMPETENCY-BASED EDUCATION: THE STATE OF THE SCENE

PBTE Series: No. 9 (1973)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A good overview of CBTE with a variety of specific information on organizations and publications.

DESCRIPTION

In addition to information about the CBTE approach, it includes valuable lists of educational institutions with total, alternative or parallel teacher education programs, summary of progress on CBTE in the states, lists of CBE Centers, and teacher centers, significant publications on the subject as well as a glossary of terms used in discussing this approach. The pamphlet also contains a listing of other publications on PBTE available from the American Association of Colleges for Teacher Education and an overview of the activities of ERIC, AACTE and the Texas Teacher Center Project. A table of contents, but no index is provided.

RECOMMENDED USAGES

Broad Survey
Direct Contact

QUALITY

A valuable starting place in a search for training materials related to competency-based education. Not indexed or well accessed for a specific search on a single topic. Contains names of persons, centers and organizations which are possible sources of solid information on in-service training programs.

COST

$3

CONTACT

American Association of Colleges for Teacher Education
One Du Pont Circle
Washington, D.C. 20036

EMERGENT PRACTICES IN THE CONTINUING EDUCATION OF SCHOOL ADMINISTRATORS

Frank W. Lutz and Reynolds Ferrante (1974)

USERS: Administrators

RATIONALE FOR SELECTION

A state-of-the-art review surveying practices in continuing education for administrators.

DESCRIPTION

A pamphlet in the ERIC-UCEA Series on Administrator Preparation which covers existing programs and practices, contains names of organizations and universities involved in programs for administrators. Pamphlet also includes a short bibliography on the subject.

RECOMMENDED USAGE

Broad Survey

QUALITY

A good overview of current programs and practices. Authors cite organizations which might be useful for direct contact.

COST

$2

CONTACT

University Council for Educational
Administration
29 West Woodruff Avenue
Columbus, Ohio 43210

NO. 99

ERIC ABSTRACTS SERIES

USERS: Administrators

RATIONALE FOR SELECTION

A widely available series of bibliographies on topics of special relevance to educational administrators.

DESCRIPTION

A series of bibliographies on selected topics in educational administration. Documents have been selected from ERIC'S Research in Education data base. Sample topics: Planning, Programming, Budgeting Systems; Educational Planning; Human Relations in Educational Administration. Entries are document résumés which can be quickly scanned to select relevant items.

RECOMMENDED USAGE

Broad Survey

QUALITY

Series is produced by the ERIC Clearinghouse on Educational Management and the American Association of School Administrators. It is widely available in libraries. Some titles are out of print.

COST

Individual bibliographies cost $2.

CONTACT

American Association of School Administrators
National Academy for School Executives
1801 North Moore St.
Arlington, Va. 22209

IN-SERVICE EDUCATION FOR STAFF AND ADMINISTRATORS

ERIC Abstracts Series: No. 11 (October, 1970)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A subject oriented overview of documents on inservice education selected from the vast ERIC data base.

DESCRIPTION

A listing of 64 document résumés from the RIE data base, covering the subject terms "inservice courses," "inservice education," "inservice programs" for both administrators and staff. A variety of types of documents are covered. Many are research reports, but others are less specialized descriptions of programs undertaken. Subject index of ERIC terms is keyed to entry number of document.

RECOMMENDED USAGE

Broad Survey

QUALITY

This bibliography is one of the ERIC Abstract Series produced by the ERIC Clearinghouse of Educational Management and the Association of School Administrators. It provides an overview of the possible approaches to inservice education helpful in a preliminary search for programs. It is current only to 1970 and thus does not represent the most recent research in this area. Document résumés assist the reader in choosing those documents most likely to be relevant to his need.

COST

Cost of individual copies of documents in the ERIC Abstract Series is $2.

CONTACT

American Association of School Administrators
1201 Sixteenth St., N.W.
Washington, D.C. 20036

PERFORMANCE-BASED TEACHER EDUCATION: AN ANNOTATED BIBLIOGRAPHY

American Association of Colleges for Teacher Education PBTE Series: No. 7 (1972)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A bibliography on performance-based teacher education initiated by a major organization for teacher education (American Association for Colleges of Teacher Education) in collaboration with the ERIC Clearinghouse on Teacher Education.

DESCRIPTION

An annotated bibliography on performance-based teacher education, updated from its 1971 version, produced under the sponsorship of AACTE as part of a series of publications on the subject. Entries are grouped in nine categories. Those most relevant for information related to actual programs would be "Program Descriptions," "How Can Teacher Performance Be Improved?" and "How Can Teacher Performance Be Assessed?" Most items are ERIC documents and available from the ERIC Document Reproduction Service.

RECOMMENDED USAGE

Topical Survey

QUALITY

A valuable starting point for a search on programs related to performance-based teacher education. This bibliography is part of a major literature series about the subject undertaken by the American Association of Colleges for Teacher Education and the ERIC Clearinghouse on Teacher Education.

COST

This pamphlet is $3.

CONTACT

Order Department
American Association of Colleges for
Teacher Education
Suite 610
One DuPont Circle, N.W.
Washington, D.C. 20036

RESOURCES FOR IN-SERVICE TEACHER EDUCATION

(January, 1974)

USERS: Teachers

RATIONALE FOR SELECTION

Bibliography of resources from the National Education Association.

DESCRIPTION

A bibliography with annotations, available at no cost from the National Education Association's Information Center on Instruction and Professional Development. Covers descriptions of in-service programs, handbooks of approaches, sourcelists of training materials and proposals for programs. Includes major sources of information about programs. Bibliographic information is given for all items but no prices are indicated.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A very current and useful bibliography.

COST

Available at no cost from the National Education Association.

CONTACT

National Education Association
Instruction and Professional Development
1201 Sixteenth St., N.W.
Washington, D.C. 20036
IPD DOC 74-1

NO. 103

TRENDS, ISSUES AND ACTIVITIES IN INDIVIDUALIZED LEARNING

Robert A. Weisgerber (1972)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Provides large number of descriptions of information sources and contacts for training materials appropriate for individualized instructional systems.

DESCRIPTION

A state-of-the-art review on individualized instruction containing background description and definition of the individualized approach, related trends, directions and instructional technology. Cites pre-packaged commercial programs and describes major national sytems, such as PLAN, IPI, and IGE. One section of the review covers "Publications, Meetings and Sources of Information about Individualization." Sources of teacher training materials and a bibliography on individualized learning are also included.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey

QUALITY

A valuable source for those specifically interested in individualized learning. Indicates organizations and distributors to contact directly for information about in-service programs. Useful for searching on specific names or topics as the material is presented in a narrative form, but unindexed. The author is eminent writer/researcher. Available only from the ERIC Clearinghouse on Media and Technology, now called the Clearinghouse on Information Resources.

CONTACT

ERIC Clearinghouse on Information Resources
Stanford University
Stanford, California 94304

UNCONVENTIONAL METHODS AND MATERIALS FOR PREPARING EDUCATIONAL ADMINISTRATORS

Richard Wynn (1972)

USERS: Administrators

RATIONALE FOR SELECTION

A state-of-the-art review on new techniques in administrator preparation in a series published by the University Council for Educational Administration and the ERIC Clearinghouse on Educational Management.

DESCRIPTION

A pamphlet in the ERIC-UCEA Series on Administrator Preparation that describes recent changes and new techniques in preparing administrators. Refers to university centers of activity in this area and provides some descriptions of new materials — games, simulations, etc. — developed for pre- and in-service use.

RECOMMENDED USAGE

Broad Survey

QUALITY

Part of a valuable series on continuing education of administrators. Useful as an overview. Provides specific names of organizations and products for detailed follow-up.

COST

Booklet is $2.

CONTACT

University Council for Educational Administration
29 West Woodruff Avenue
Columbus, Ohio 43210

DIRECTORIES

NO. 105

DIRECTORY OF ORGANIZATIONS AND PERSONNEL IN EDUCATIONAL MANAGEMENT

ERIC Clearinghouse on Educational
Management (1974)

USERS: Administrators

RATIONALE FOR SELECTION

A source of direct contact information about organizations involved in in-service education.

DESCRIPTION

An annual directory of individuals and organizations involved in educational management produced by ERIC/CEM. The organizations (which include laboratories, research centers, professional associations) are listed and indexed separately from personnel and would be most useful to contact. "In-service Education" is a subject index category used in the directory. Organizations are also indexed by geographical area. Information on organizations includes name, address, purpose, policy for supplying information, geographic service area, research subject area, and topics of publications.

RECOMMENDED USAGE

Direct Contact

QUALITY

A valuable means of identifying organizations involved in in-service training for purposes of direct contact, especially those in a specific area of the country. The fact that the directory indicates the organization's policy for answering inquiries makes it very useful. The clearinghouse which produces this directory is a major coordinating center for information about educational management and updates the directory annually.

CONTACT

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 94703

INFORMATION SERVICES

NO. 106

ERIC CLEARINGHOUSE ON EDUCATIONAL MANAGEMENT (ERIC/CEM)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A valuable source for information, publications and programs relating to administrators and administration in education.

DESCRIPITION

An ERIC clearinghouse concerned with collecting and disseminating information related to educational management. Processes periodical and report literature for inclusion in the ERIC indexes and produces side products such as specialized bibliographies or state-of-the-art papers on timely topics. Publications include the ERIC Abstracts Series (in conjunction with the American Association of School Administrators) on topics relevant to in-service training of staff, evaluation, and program budgeting and cost analysis; a pamphlet series with the University Council for Educational Administration on the training of administrators; and the annual Directory of Organizations and Personnel in Educational Management. Clearinghouse will accept and respond to telephone and mail inquiries.

RECOMMENDED USAGE

Direct Contact

QUALITY

A particularly useful source to contact directly for guidance to relevant organizations and materials in an area of interest. Also a source of information about new trends in the training of administrators.

CONTACT

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
(503) 686-5043

ERIC CLEARINGHOUSE ON TEACHER EDUCATION (ERIC/TE)

USERS: Teachers

RATIONALE FOR SELECTION

An ERIC clearinghouse specifically concerned with accessing literature and information on teacher education.

DESCRIPTION

An ERIC clearinghouse located at the American Association of Colleges for Teacher Education (q.v.). Responsibilities include collecting, analyzing, accessing and disseminating information related to teacher education. Processes research documents and periodical literature about teacher education for inclusion in the ERIC indexes Research in Education and Current Index to Journals in Education. With AACTE, has published a bibliography and a state-of-the-art review of performance-based teacher education. From time to time produces or commissions monographs, bibliographies and directories on teacher education. A column of news from the clearinghouse appears in the AACTE's quarterly Journal of Teacher Education (q.v.).

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Direct contact with the clearinghouse is recommended for reference to centers of activity and sources of training materials.

CONTACT

ERIC Clearinghouse on Teacher Education
One DuPont Circle
Washington, D.C. 20036

JOURNALS AND NEWSLETTERS

NO. 108

CROFT-NEI PROFESSIONAL SERVICES FOR EDUCATORS

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A much-used service for practical current awareness information aimed at a variety of staff levels.

DESCRIPTION

An organization that provides professional services and publications. The Administrator's Service (issued twelve times a year) includes Leadership Action Folios containing administrative reports of management problems, audiovisual components for in-service staff use, special issue booklets and sample contracts, worksheets and policy-updating materials. Other services are the School Business Service, the Curriculum Service, the Principal's Service (in elementary, middle school and senior high versions), and the Teacher's Service (available for grade levels and subject areas of teachers). Croft periodicals – Education Summary, Educational Secretary, Principal's Letters, Curriculum Letter, and Custodian's Letter – are included with appropriate services.

RECOMMENDED USAGE

Current Awareness

QUALITY

A valuable source of current awareness for a variety of school staff levels. Croft materials are based on current information from government, schools, and major professional organizations.

COST

Administrator's Service, $150; School Business Service, $96; Curriculum Service, $96; Principal's Services, $96; Teacher's Services, $12. Reduced pricing is available for multiple copies of services.

CONTACT

Croft-NEI Publications
24 Rope Ferry Road
Waterford, Connecticut 06385

THE INDIVIDUALIZED LEARNING LETTER

USERS: Administrators

RATIONALE FOR SELECTION

A current information source specifically oriented to individualized learning.

DESCRIPTION

A newsletter, published 18 times annually, containing news on developments in the area of individualized learning. Aimed at administrators, the letter presents brief summaries of local implementations of individualized learning techniques, announcements of conferences and workshops and reports of meetings held recently. The contents of the issue are listed on the front page.

RECOMMENDED USAGE

Current Awareness

QUALITY

A useful current awareness tool for those with a specific interest in individualized learning. Could lead to conferences and workshops on the subject and contact with other interested organizations and schools.

COST

Cost of a subscription is $40 annually. It is not widely available otherwise.

CONTACT

The Individualized Learning Letter
67 East Shore Road
Huntingdon, N.Y. 11743
(516) 421-3419

JOURNAL OF TEACHER EDUCATION

USERS: Teachers

RATIONALE FOR SELECTION

A valuable current awareness source of information on teacher education (including in-service education) produced by a major professional association.

DESCRIPTION

A quarterly journal published by the American Association of Colleges for Teacher Education (AACTE). Each issue contains a thematic section. The issue for Spring 1974 (XXV, 1) treats "Teacher/Teaching Centers" and describes several teacher centers in the United States. Valuable news from ERIC Clearinghouse on Teacher Education is regularly included as well as advertisements and news of AACTE publications relevant to those seeking information on in-service programs.

RECOMMENDED USAGE

Current Awareness

QUALITY

A publication of AACTE, a major force in the development and improvement of programs of teacher education, this journal is very useful for current awareness.

COST

Subscription is $10 a year.

CONTACT

American Association of Colleges for Teacher Education
One DuPont Circle, N.W.
Washington, D.C. 20036

REPORT ON EDUCATIONAL RESEARCH

USERS: Administrators

RATIONALE FOR SELECTION

Source of current information on national activities in education.

DESCRIPTION

A newsletter issued bi-weekly with news about the federal education community (OE, NIE, ERIC) as well as legislation and funding, state departments of education, educational labs, R & D centers and major professional associations and conferences. Contents are listed on front page. Emphasis is on providing information that will enable subscribers to contact directly the institutions whose activities are reported.

RECOMMENDED USAGE

Current Awareness

QUALITY

Very valuable source of current information on educational developments related to research. Especially useful now that CEDaR's D & R Report has ceased publication of information about activities of laboratories and R & D centers. Publishers produce a variety of specialized news services for the educational community.

COST

$50 a year.

CONTACT

Education News Service
Suite G12
2430 Pennsylvania Avenue
Washington, D.C. 20037
(202) 659-5641

ORGANIZATIONS – GOVERNMENTAL

NO. 112

NATIONAL SCIENCE FOUNDATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A foundation providing federal support for staff training in curriculum decision-making and adoption of new nationally developed materials for science, mathematics and social sciences.

DESCRIPTION

Funds a variety of projects to benefit school districts, teachers and administrators. Projects usually involve training in the use of nationally developed curriculum materials for science, mathematics and social sciences. Leadership Specialist Projects emphasize the implementation of new course materials and the establishment of regional implementation and dissemination centers for specific curriculum programs. Most projects are held as summer institutes with follow-up meetings during the school year; others are conducted during the school year. The Foundation's Division of Pre-College Education in Science publishes annual directories of all projects funded. Projects are listed by educational level (elementary, secondary, or combined) and then by state. Only school system projects limit attendance to personnel from the cooperating system. Application to participate in a specific project must be made to the project director rather than the National Science Foundation.

RECOMMENDED USAGE

Broad Survey
Direct Contact

QUALITY

Projects designed for school systems, teachers, and leaders, are held in many locations. National Science Foundation support includes expenses associated with participation in projects such as participant's room, board, and travel. School systems with particular needs can apply for funding of their own projects.

CONTACT

National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550
(202) 655-4000

NO. 113

U.S. OFFICE OF EDUCATION, DIVISION OF EDUCATIONAL SYSTEM DEVELOPMENT

USERS: Teachers

RATIONALE FOR SELECTION

The division of the federal Office of Education concerned with programs in teacher education.

DESCRIPTION

A division within the Office of Education with responsibility for administering PL90-35, the Educational Profession Development Act. Administers and funds programs in teacher education in six to eight program areas including bilingual teacher education, education of the handicapped, urban-rural school development (for staff development programs in poverty schools), career opportunities (for upgrading paraprofessional school staff), and Protocol materials.

RECOMMENDED USAGE

Direct Contact

QUALITY

Interested districts should consult PL90-35 for detailed information regarding the programs authorized by that legislation. The Federal Register publishes announcements of new grants available under this act.

CONTACT

U.S. Office of Education
Division of Educational System Development
Washington, D.C.
(202) 245-9786

ORGANIZATIONS – PROFESSIONAL

NO. 114

AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION (AACTE)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An association interested in both pre-service and in-service teacher training.

DESCRIPTION

An association of colleges and universities with a particular interest in performance-based teacher education. Plans to establish a clearinghouse and information center on performance-based teacher education (PBTE) in the near future. Has produced a series of publications on this approach to teacher education and will supply an information packet detailing books, monographs and newsletters on the subject, a selective listing of colleges and universities with PBTE programs (indicating which have in-service programs), centers for PBTE activity and descriptions of the activities of the clearinghouse. The association's Journal of Teacher Education (issued 4 times a year) publishes material covering all areas of teacher education. ERIC Clearinghouse on Teacher Education is located at the association.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Valuable source of information about trends in teacher education and for direct contact with personnel, organizations, and school systems involved in performance-based teacher education. The journal of the association is excellent for current awareness in this area.

COST

Journal of Teacher Education, issued 4 times a year, $10.

CONTACT

American Association of Colleges for Teacher Education
One DuPont Circle
Washington, D.C. 20036
(202) 293-2450

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS (AASA)

USERS: Administrators

RATIONALE FOR SELECTION

Important national professional organization for educational administrators.

DESCRIPTION

A major professional organization for administrators with a variety of activities for orienting them to issues and assisting them in problem solving. Holds annual convention and sells cassette tapes of important addresses. The School Administrator (published every four weeks) is the official newsletter. With the ERIC Clearinghouse on Educational Management, produces the ERIC Abstract Series of selected document résumés from the Research in Education data base on topics of importance to administrators. The new AASA Executive Handbook Series provides administrators with concise, practical resource materials on controversial issues in administration. Also produces some filmstrips on contemporary issues. In addition to the in-service program carried on by the National Academy of School Executives (q.v.), its formal in-service arm, AASA sponsors "drive-in" workshops and workshops in cooperation with other administrative organizations such as the National Association of Secondary School Principals.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A very important organization for administrators performing several useful functions. Valuable for direct contact to learn of activities that are relevant to a specific need. Also a source of current awareness in the area of administration.

COST

The School Administrator, $3.50 a year.

CONTACT

American Association of School Administrators
1801 N. Moore Street
Arlington, Va. 22209
(703) 528-0700

NO. 116

AMERICAN LIBRARY ASSOCIATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Major national professional association for librarians, including school librarians.

DESCRIPTION

The national professional association of librarians. Activities include staff development of librarians. Holds annual conferences in summer and midwinter. The American Association of School Librarians is the division specifically concerned with educational service. (School Media Quarterly is the journal for the membership of this division). As an organization, the ALA produces a series of audio cassettes for the in-service education of librarians, school librarians, administrators and educators in general. The series Library Management and the Measurement Approaches for Improved Decision-Making are among these. Also produces monographs relevant to staff development. ALA administers the School Library Manpower Project. Six program models in competency-based field-centered approaches to school library-media education are under development at the Chicago headquarters.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Useful as a source of current awareness of trends in the training of school librarians and the administration of school media centers. Can be contacted directly for information about specific tapes and publications.

CONTACT

American Library Association
50 E. Huron St.
Chicago, Illinois 60611.

AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT

USERS: Administrators

RATIONALE FOR SELECTION

A major organization for the continuing education of staff trainers and developers.

DESCRIPTION

An organization of trainers and staff developers in all fields, including education. Produces the Training and Development Journal (published monthly). Holds an annual conference with sessions for beginning, intermediate and advanced level trainers, with programs for special interest groups (including educational institutions). The journal is a source of announcements for literature, seminars, and training materials in the area of staff training and development.

RECOMMENDED USAGE

Publications:
  Current Awareness
Society:
  Direct Contact

QUALITY

Not specifically oriented toward education, although education is a special interest group within total organization. Has an ongoing program of conferences and activities in this area. The society is interested in minorities and women and has special caucuses for them at the annual conference.

COST

Training and Development Journal, $18 a year.

CONTACT

American Society for Training and Development
P.O. Box 5307
Madison, Wisconsin 53705

ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A major professional association concerned with educational technology and its applications.

DESCRIPTION

An association emphasizing the use of educational technology in instruction. Visual literacy (i.e., communication through the use of the visual image) is an important concern. Publishes the journal Audiovisual Instruction (10 times a year) which includes practical, teacher-oriented information on use of technology. Also produces a variety of publications for teacher education in audiovisual methods including a workbook on the design of mediated instruction.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

The association can be used as a source of current awareness (through Audiovisual Instruction) of developments in instructional technology as well as for more specific publications of a practical nature.

COST

Audiovisual Instruction, $12 a year.

CONTACT

Association for Educational Communications and Technology
1201 Sixteenth St., N.W.
Washington, D.C. 20036
(202) 833-4180

NO. 119

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Important professional association concerned with leadership for educational change.

DESCRIPTION

An association of administrators and teachers that is interested in the improvement of curriculum and methods of teaching and supervision in schools at all levels. Holds an annual national convention. Publishes the journal, Educational Leadership, a yearbook, and the occasional News Exchange. ASCD has affiliates in all states except Alaska. In the area of training and staff development, ASCD holds National Curriculum Study Institutes on a variety of topics and in a variety of locations during the year. Also produces audio cassettes with addresses by leaders in education and a variety of books and booklets on teaching, supervision, curriculum and organizational issues.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A useful organization to contact for information on the literature, tapes, and institutes it sponsors which might be relevant to a specific problem. Membership in ASCD, attendance at the annual conference and review of the journal, Educational Leadership, would provide current awareness of developments in the area of educational leadership for innovation.

COST

Educational Leadership, $8 a year for 8 issues.

CONTACT

Association for Supervision and Curriculum Development
1701 K Street, N.W.
Washington, D.C. 20006
(202) 467-6480

COUNCIL OF EDUCATIONAL FACILITY PLANNERS

USERS: Administrators

RATIONALE FOR SELECTION

Council with an international membership, concerned with current developments in educational facility planning and innovation.

DESCRIPTION

An organization of professionals concerned with planning, designing, equipping and maintaining the physical environment for education. Publications of the council include a Guide for Planning Educational Facilities, Planning for Change, the CEFP Journal, Educational Facilities Abstract Journal, and a variety of reports and specialized discussions. The Council aims to serve as a clearinghouse of new ideas and information about innovative practices. The Columbus headquarters manages programs of in-service training for members, often assisting their regional affiliates in planning and publicizing workshops on specific problems of local interest. Workshops at the headquarters in Columbus usually cover broader subjects. An annual conference is always held during the first week in October in different parts of the country with lectures, seminars, and workshops featuring well known professional speakers.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Publications useful for current awareness. Contact with the council for the program of its activities for the year is highly recommended.

COST

Membership in the Council is $30 for an individual and $100 for an institution. Guide For Planning Educational Facilities, $7.50; Planning For Change, $3.50; CEFP Journal, 6 issues, $9 a year; Educational Facilities Abstract Journal, $5 a volume.

CONTACT

Council of Educational Facility Planners
29 West Woodruff Avenue
Columbus, Ohio 43210
(614) 422-1521

NO. 121

INSTRUCTIONAL OBJECTIVES EXCHANGE (IOX)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A source of measurable instructional objectives, criterion-referenced tests keyed to those objectives, and planning aids.

DESCRIPTION

A nonprofit corporation producing collections of alternative objectives and related tests for educators to use for purposes of needs assessment and evaluation. Materials are developed by subject specialist in consultation with teachers of grade levels concerned and professional evaluators. Teachers, school districts, and schools also contribute objectives to the IOX pool. Materials are field tested and continually revised. IOX also produces planning aids in booklet form to assist in implementing objectives-based programs. Sample topics: Priorities Planning and Determining Test Length. A catalog of materials for sale is available from the exchange.

RECOMMENDED USAGE

Direct Contact

QUALITY

Can provide objectives and tests in a variety of discipline areas and at a variety of levels. W. James Popham is the founder and director of the exchange. Emphasis is on low-cost, non-prescriptive materials.

CONTACT

Instructional Objectives Exchange
P.O. Box 24095
Los Angeles, Calif. 90024

NATIONAL ACADEMY FOR SCHOOL EXECUTIVES (NASE)

USERS: Administrators

RATIONALE FOR SELECTION

An important organization sponsoring workshops and seminars for the continuing education of school administrators.

DESCRIPTION

A division of the American Association of School Administrators which is specifically concerned with the "continuing professional development of school administrators." Direct service programs include short-term and extended clinics, institutes and seminars, contractual clinics and seminars for states, regional agencies, and school districts, professional visitors and cooperative programs with other institutions. The ROLE (Role Orientation Leadership) Institutes emphasize in-service development experiences suited to particular administrative positions. NASE seminars and programs are open to any practicing educational administrator and to anyone who is involved in the preparation of administrators. The yearly information bulletin and annual report contain a calendar of NASE activities for the coming year.

RECOMMENDED USAGE

Direct Contact

QUALITY

An important and highly regarded source of training programs for administrators covering all areas of need, from general orientation to educational trends to skill development in specific techniques (such as PPBS).

COST

Costs involved vary according to location and type of program undertaken.

CONTACT

National Academy for School Executives
1801 North Moore St.
Arlington, Virginia 22209
(703) 528-7875

NO. 123

NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS (NAESP)

LEVEL: Elementary

USERS: Administrators

RATIONALE FOR SELECTION

The major national professional association for elementary administrators.

DESCRIPTION

An association for administrators at the elementary level. Membership includes subscriptions to National Elementary Principal, the Spectator and other periodical publications. Holds an annual national convention and subsequently produces tapes of important topical addresses. Summer workshops for elementary administrators are co-sponsored with a host university or college. NAESP provides materials and consultants. An attempt is made to survey participant needs before the workshop. Produces in-service training products for administrators such as the Shady Acres In-Basket (q.v.) and audiovisual materials and publications on topics of current interest. School Leadership Digest is a series of monthly reports on issues produced with the ERIC Clearinghouse on Educational Management.

RECOMMENDED USAGE

Direct Contact

QUALITY

One of the most active professional organizations for principals at the elementary level. Produces a variety of pertinent materials including actual training simulations, filmstrips and tapes. Schedule of workshops should also be of interest. Contact directly for information on NAESP's full range of activities.

COST

Membership, $35 a year; School Leadership Digest, $24 a year.

CONTACT

National Association of Elementary School Principals
1201 Sixteenth Street, N.W.
Washington, D.C. 20036
(202) 528-5627

NO. 124

NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS (NASSP)

LEVEL: Secondary

USERS: Administrators

RATIONALE FOR SELECTION

An important source of publications and workshops for the secondary administrator.

DESCRIPTION

The association holds an annual convention as well as a number of smaller conferences (250-350 participants) on topics of current interest. The National Institute for Secondary School Administrators is the association's official in-service arm, offering scheduled institutes during the year on specific topics. Sample topic: "Team Approach to Staff Evaluation." The institutes present information and methods applicable at the local level. NASSP also holds institutes in conjunction with conventions of affiliated state associations which are open to nonmembers, as well as special programs for any school district that requests such service. The NASSP Bulletin (monthly, September to May) is included in the membership fee and covers the activities of the association, announces coming workshops and institutes and publications. NASSP publishes a variety of specialized newsletters and reports such as Curriculum Report and Legal Memorandum. Back issues of all publications in print are listed in a catalog together with special publications, films and filmstrips and tapes of addresses given at their annual convention. NASSP's Model Schools Program, directed by J. Lloyd Trump, experiments with innovative curricula in 30 schools and provides a continuous in-service training program in the model schools in connection with the curriculum experimentation. The association produces series of filmstrips with cassette tapes and booklets (including scripts, pictures, article and bibliography) describing innovative practices in the Model Schools Program such as "Evaluating and Reporting Pupil Progress." The Professors of Secondary School Administration and Supervision, a standing committee of the association, is currently developing a new model for pre- and in-service training of administrators.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A very active organization addressing many aspects of the secondary administrator's responsibilities. A source of valuable current awareness information obtainable through its serial publications and of specific topical information accessible through its staff development programs, publications, and audiovisual materials.

CONTACT

National Association of Secondary School Principals
1904 Association Drive
Reston, Virginia 22091
(703) 860-0200

THE NATIONAL EDUCATION ASSOCIATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

The major national professional association concerned with professional development and change.

DESCRIPTION

A nonprofit independent professional association for educators. Various divisions of NEA concentrate on different aspects of education. Some are concerned with training programs for their membership group. NEA's Information Center on Instruction and Professional Development is a source of bibliographies and other publications for staff development. The association's journal, Today's Education, often contains articles on training of both administrators and staff and announces conferences and workshops sponsored by the association. The NEA publications catalog lists the miscellaneous papers, bibliographies, and tapes that the association distributes for administrative and staff development.

RECOMMENDED USAGE

Direct Contact

QUALITY

The NEA as an association is probably most valuable to an educator seeking staff development information through personal contacts at its meetings and conferences. The publications of the main body and its related divisions provide faster and more specific assistance for well-defined training program needs.

CONTACT

National Education Association
1201 Sixteenth St., N.W.
Washington, D.C. 20036
(202) 833-4000

NO. 126

NATIONAL ORGANIZATION ON LEGAL PROBLEMS OF EDUCATION (NOLPE)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Major national organization concerned with keeping educators informed of developments and implications of school law.

DESCRIPTION

The association is an organization encompassing practicing lawyers and educators. Membership includes the publication services: NOLPE School Law Reporter, a bimonthly analysis of school law cases in state or federal courts; NOLPE Notes, a monthly newsletter of important legal and administrative decisions, new publications and conferences; NOLPE School Law Journal, a semiannual law review of relevant issues. NOLPE also publishes an annual Yearbook of School Law which reviews cases involving schools and school districts decided by federal courts and state appellate courts. The annual meeting of the organization is held in November. NOLPE publications of interest are processed for ERIC by the Clearinghouse on Educational Management. The organization also holds summer seminars for administrators and teachers on topics in the area of school law. It hopes to increase the number of these seminars, which are open to non-members.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A highly respected organization in the area. Provides important current awareness information, particularly for administrators.

COST

Membership, $25 a year. Registration fee for a NOLPE Seminar is now $100.

CONTACT

National Organization on Legal Problems of Education
825 Western Avenue
Topeka, Kansas 66606
(913) 357-7242

PHI DELTA KAPPA

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A major professional association which produces many useful materials regarding change in education and the change process.

DESCRIPTION

A professional association which sponsors conferences on educational topics and issues a number of publications including a journal (the Phi Delta Kappan), monographs, and pamphlets. Phi Delta Kappa also provides an informational search service (SRIS). The Phi Delta Kappan consistently contains information on professional development, seminars, conferences and workshops. Its classified advertising section is also helpful for locating consultant services.

RECOMMENDED USAGE

Direct Contact

QUALITY

Membership in Phi Delta Kappa is not necessary to enjoy many of the valuable services the association offers. Its literature includes a "fastback" series of 20 titles on contemporary problems in education, some of which are related to problems in staff development for change. The authors are all well regarded educators. The journal is very useful.

Educational Goals and Objectives: A Model Program for Community Involvement is a goal setting kit available from Phi Delta Kappa. The kit consists of three manuals and has been widely used at both school and district levels with community groups, boards of education, and staff. It structures (1) the involvement of community in determining priority goals, (2) assessment of the current educational program by professional staff, and (3) resource allocation decisions supportive of goal attainment.

COST

The journal, Phi Delta Kappan, is $8 a year.

CONTACT

Phi Delta Kappa
Eighth and Union
Bloomington, Indiana 47401

NO. 128

UNIVERSITY COUNCIL FOR EDUCATIONAL ADMINISTRATION (UCEA)

USERS: Administrators

RATIONALE FOR SELECTION

Major organization concerned with the professional preparation of educational administrators and a source of literature and actual training materials for the same purpose.

DESCRIPTION

A private, nonprofit council composed of major universities in the U.S. and Canada which offer courses in administration. Primary concern of the council is with professional preparation, both pre-service and in-service. Produces and distributes the ERIC/UCEA monograph series on administrator preparation, and other texts, the journal Educational Admimistration Quarterly and Educational Administration Abstracts as well as written, audiotaped and filmed case materials, lectures and simulations. Institutes and workshops are organized for the use of the simulations. The UCEA Instructional Materials Catalog is a yearly listing of the publications, case materials, and simulations available from the council. Members of UCEA receive a discount for the purchase of materials.

RECOMMENDED USAGE

- Publications:
  - Current Awareness
  - Topical Survey
- Instructional Materials:
  - Direct Contact

QUALITY

A key organization for administrative development materials and publications. Can be contacted directly to ascertain materials available to fit a specific need. UCEA member institutions are among the major universities concentrating on the education of administrators in the U.S. and Canada.

CONTACT

University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210

ORGANIZATIONS – PUBLISHERS

NO. 129

PAUL S. AMIDON & ASSOCIATES, INC.

USERS: Teachers

RATIONALE FOR SELECTION

Important producer of instructional materials for teacher training.

DESCRIPTION

Amidon & Associates produces a variety of teacher training materials in addition to instructional materials for schools. Materials are available in the area of interaction analysis, implementation of individualized learning, teaching strategy, scheduling, handling specific learning disabilities and management by objectives. Catalog obtainable upon request.

RECOMMENDED USAGE

Direct Contact

QUALITY

Reputable educators are involved in developing the materials produced by Amidon & Associates.

CONTACT

Paul S. Amidon & Associates, Inc.
4329 Nicollet Avenue South
Minneapolis, Minnesota 55409
(612) 827-2901

BNA COMMUNICATIONS, INC.

USERS: Administrators

RATIONALE FOR SELECTION

A source of general training films and visual aids relating to management.

DESCRIPTION

The Bureau of National Affairs is a major source of training films and audiovisual materials for management. Their products are produced with the advice and participation of leading behavioral scientists such as Peter Drucker. Film series available on subjects such as Effective Communication and Management by Objectives. Products can be rented or purchased. Most films come with a leader's guide. The bureau also conducts public and in-house management seminars. The BNA Communications, Inc. Film Catalog lists the products available. The catalog has a table of contents and a subject index.

RECOMMENDED USAGE

Direct Contact

QUALITY

The bureau produces its materials in consultation with leading authorities on management. Products are generally oriented toward business and do not deal specifically with the school environment. Many, however, would be useful to administrators for information on major management trends.

COST

BNA has free preview screening centers in five cities or a 24-hour preview for $5 per film arrangement.

CONTACT

BNA Communications, Inc.
5615 Fishers Lane
Rockville, Maryland 20852
(301) 881-2090

CTB/McGRAW-HILL

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A publisher specializing in evaluation materials and offering a variety of consultant services.

DESCRIPTION

A division of McGraw-Hill that specializes in materials for assessment, testing and evaluation. CTB/McGraw-Hill distributes the Evaluation Workshops (q.v.) developed by the Center for the Study of Evaluation at UCLA and the School Needs Assessment Profile and provides authorized training sessions for Evaluation Workshops. Its Department of Programs and Services will assist schools in planning and conducting in-service sessions stressing management by objectives and will provide consultant services in evaluation through three regional educational service centers in Atlanta, Georgia; Chicago, Illinois; and Los Angeles, California. CTB/McGraw-Hill has also sponsored invitational conferences on topics in the area of assessment and evaluation.

RECOMMENDED USAGE

Direct Contact

QUALITY

A useful publisher to contact for materials and services in the area of training in measurement.

CONTACT

CTB/McGraw-Hill
Del Monte Research Park
Monterey, California 93940

EDUCATIONAL TECHNOLOGY PUBLICATIONS, INC.

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A major publisher in the area of educational change.

DESCRIPTION

A publisher and distributor of books, cassette tapes and the journal, Educational Technology. Journal is a useful source of current information about innovative programs, including the most recent in-service training programs and techniques for school staff. It consistently contains announcements of relevant workshops, institutes, publications and products. The September, 1973 issue provides a very complete listing of materials available from Educational Technology Publications, including cassette tapes suitable for workshop use and texts for group use or individual study. Examples of series available are "Behavioral Objectives in Education" and "Managing Educational Change." Materials are oriented to teachers and administrators. Publisher will send a catalog upon request.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Educational Technology Publications specializes in materials aimed at facilitating educational change. Most materials are self-instructional and authored by specialists. The journal can be used as a source for maintaining current awareness of innovative curriculum and training developments as well as for new publications from Educational Technology Publications.

COST

Educational Technology, $21 a year.

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, New Jersey 07632

GENERAL PROGRAMMED TEACHING

USERS: Teachers, Paraprofessionals

RATIONALE FOR SELECTION

A publisher specializing in multimedia materials for pre- and in-service teacher training.

DESCRIPTION

A specialized producer and distributor of programmed training materials for teachers. Materials available cover areas such as substitute teachers and teachers aides, and the role of an ombudsman in a school. Programs are general in orientation and adaptable to local school situation. Leaders of workshops need no special expertise. Most consist of film and cassette presentations with time for group discussion of issues presented.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

GPT products are flexibly designed to meet the needs of the local school or district. Products cover some areas where few other commercial products exist.

CONTACT

General Programmed Teaching
Quail Hill
San Rafael, California 94903
(415) 472-3100

I/D/E/A (INSTITUTE FOR DEVELOPMENT OF EDUCATIONAL ACTIVITIES, INC.)

USERS: Administrators

RATIONALE FOR SELECTION

Research and development institute which also produces training products, films and publications.

DESCRIPTION

An affiliate of the Charles F. Kettering Foundation, I/D/E/A is involved in research into critical needs, design and validation of prototype solutions and the creation and testing of implementation strategies. Produces films (for sale or rental), a training package, The Problem Solving School Program (q.v.), and literature based on research undertaken. Dissent and Disruption in the Schools: A Handbook for School Administrators is a resource book of strategies and solutions. Materials available from I/D/E/A are listed in an annual catalog, Films & Publications. Catalog is available upon request.

RECOMMENDED USAGE

Direct Contact

QUALITY

Producer of high quality films and publications. Special film reports on I/D/E/A's Study of Educational Change and School Improvement might be of special interest to staff.

COST

Dissent and Disruption in The Schools: A Handbook for School Administrators, $1.50.

CONTACT

I/D/E/A
Information and Services Program
P.O. Box 446
Melbourne, Florida 32901
(305) 723-0211

NO. 135

INSTRUCTIONAL DYNAMICS INCORPORATED

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Distributor of a variety of in-service modules and kits to improve interpersonal relations.

DESCRIPTION

Instructional Dynamics Incorporated produces sets of cassette tapes specifically designed for in-service training. Eminent educators are the authors of the material presented. Titles of series included in the company's catalog include The Teacher as a Classroom Manager, Individualized Instruction in Continuous Progress Programs and Administrative Patterns for Today's Education, containing cassette tapes, workbooks, etc. IDI also produces kits in the area of interpersonal communications which could be used in in-service programs of a more general nature.

RECOMMENDED USAGE

Direct Contact

QUALITY

A very dependable producer of in-service materials. Materials are listed in annual catalog. Direct contact with the company is recommended.

CONTACT

Instructional Dynamics Incorporated
166 E. Superior Street
Chicago, Illinois 60611

McGRAW-HILL, EDUCATIONAL DEVELOPMENTAL LABORATORIES, EDUCATIONAL CONSULTANT SERVICES

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Consultant service offered by a major publisher to purchasers of McGraw-Hill/EDL instructional programs.

DESCRIPTION

A contractual consultant service offered by a division of McGraw-Hill, the Educational Developmental Laboratories, in conjunction with their mathematics (elementary) and reading (K-14) materials and other McGraw-Hill products that might be utilized in the school program. Services cover the areas of staff development, program planning and research and evaluation, and range from assistance to an individual teacher to a year's program under a multi-school staff development performance contract. Staff from regional offices are utilized whenever possible.

RECOMMENDED USAGE

Direct Contact

QUALITY

Service offers specialized assistance in utilizing EDL products. Both orientation and follow-up services are available. Service is related to purchase of McGraw-Hill products.

COST

Cost of a three-day orientation workshop for 15 teachers would be in the range of $150 a day plus traveling expenses.

CONTACT

Educational Developmental Laboratories
McGraw-Hill Publishing Company
1221 Avenue of the Americas
New York, N.Y. 10020
(212) 997-1221

NO. 137

SCIENCE RESEARCH ASSOCIATES, INC.

USERS: Teachers

RATIONALE FOR SELECTION

An important publisher of teacher education products.

DESCRIPTION

A publisher producing a variety of products for teacher education in its College Division. Some are discipline-specific. General products include kits on teaching strategies, simulations of classroom situations for practice in decision-making, and texts dealing with assessment techniques, etc. Its Industrial Systems Division also produces training products for management. Catalog available on request.

RECOMMENDED USAGE

Direct Contact

QUALITY

Producer of high quality texts and products. SRA is an IBM subsidiary and is particularly good for information about data-processing training.

CONTACT

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

NO. 138

VIMCET ASSOCIATES, INC.

USERS: Teachers

RATIONALE FOR SELECTION

Producers of some of the most widely used in-service filmstrips and tapes.

DESCRIPTION

Producers of 30 filmstrip-tape programs and 7 audiotapes for use in teacher training. W. James Popham and Eva L. Baker, both of the UCLA Graduate School of Education, developed the filmstrip-tape programs to accompany the use of their own instructional materials for teacher training, such as the Prentice-Hall Teacher Competency Development System. Titles include "Opening Classroom Structure," "Current Concepts of Educational Evaluation," and "Establishing Performance Standards." The series has been updated recently, tested during its development and is competency-oriented.

RECOMMENDED USAGE

Direct Contact

QUALITY

Products of Vimcet Associates, Inc. are among the most popular available. The filmstrip-tape programs have been widely used with other programs for in-service training.

COST

Filmstrip-tape programs cost $18 each and audio tapes cost $10 each.

CONTACT

Vimcet Associates, Inc.
P.O. Box 24714
Los Angeles, California 90024

ORGANIZATIONS – REGIONAL AND LOCAL

NO. 139

ADVISORY CENTER FOR THE IMPROVEMENT OF EDUCATION

Philadelphia School District, District 6

USERS: Teachers

RATIONALE FOR SELECTION

Example of a local teacher center.

DESCRIPTION

A teacher advisory center established in 1970 under the Education Development Center's Open Education Follow Through Program, now funded through EDC and U.S. Office of Education as well as the Philadelphia School District. Activities have been expanded beyond the original EDC program and Philadelphia's District 6. Other school districts and private schools contract for services which include workshops for teachers, a newsletter, and consultation. Center has subject-oriented work areas open after school, Saturday mornings and Wednesday during school hours by appointment. Staff members are teachers and parents with special expertise (woodworkers, potters, photographers, etc.). Workshops can be scheduled by demand.

RECOMMENDED USAGE

Direct Contact

QUALITY

Center involves parents and teachers in activities to enhance creativity of educational process. Staff members are qualified as educators or specialists in creative arts. Continued existence, and expansion of services to include other districts outside Philadelphia District 6, are indicators of its success.

CONTACT

Advisory Center
Coulter and Morris Street
Philadelphia, Pa. 19144
(215) VI 9-2099

BUCKS COUNTY PUBLIC SCHOOLS INTERMEDIATE UNIT NO. 22, PENNSYLVANIA

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An example of the activities of a state department of education's intermediate unit in the area of staff development.

DESCRIPTION

The activities of the unit include in-service education, special education, administration and management, pupil personnel services, state and federal liaison, instructional media services, curriculum and instruction and research and planning. Provides courses for in-service training of teachers which are approved by the state for credit towards permanent certification. Provides administrative workshops and seminars. Also involved in training activities for building custodians and secretaries. Most in-service activities are related to subject areas for which curriculum specialists are consultants. Produces training materials for special education and curriculum subject areas. Has also been involved in developing a PPBS manual for school districts in conjunction with the Fels Institute. Produces a variety of publications such as resource and curriculum guides as well as reports.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

Intermediate units are useful for those located in the areas they serve. The Bucks County Unit in Pennsylvania is a particularly active unit, one of 29 in the state. It serves the Bucks County area, although others in less populous areas of the state serve more than one county. Direct contact with a local intermediate unit is a good way to learn of possible training and consultant services related to specific needs.

CONTACT

Bucks County Public Schools
Intermediate Unit No. 22
County Administration Building
Doylestown, Pa. 18901

FLORIDA, STATE DEPARTMENT OF EDUCATION, TALLAHASSEE, FLORIDA

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Example of a state operationalizing a legislative mandate for staff development.

DESCRIPTION

Staff development for teachers and administrators in Florida begins at district level where self-study committees identify needs, set priorities and develop budgets. State provides matching funds for performance-based programs. In addition to local and university-based training, ten teacher centers for teacher training are being established and will be administered by councils with memberships drawn from classroom teachers, community, district, university, and state department of education representatives. A majority of members on both the state governing council and local councils for each center must be classroom teachers. Centers will emphasize a career-long educational process with pre- and in-service training programs utilizing packaged products, workshops, and consultants. Administrative development activities, designed for administrative personnel from school board members to assistant principals, are carried out under the Florida Leadership Training Act. Activities include administration of funds, project approval, location of consultants and materials, and maintenance of a variety of research and development activities such as identification of administrative competencies and experimental three-day assessment centers to rank potential leaders in a district modeled on programs developed by AT&T and Sears. The Department of Education is currently producing a survey of materials and approaches employed by Florida school districts and universities for training educational leaders. Federally funded projects have culminated in the publication of the Florida Catalog of Teacher Competencies (q.v.) and the Florida Catalog of Teacher Materials (q.v.). The Florida Center for Personnel Development Resources is planned as a service to educators in the state. The Center will update information contained in the catalogs, provide technical assistance training for personnel responsible for teacher education, collect and disseminate information about products, practices, and sources of technical assistance and make selected materials available to Florida educators at minimum cost.

RECOMMENDED USAGE

Direct Contact

QUALITY

Florida has been very active in administrative and staff development. Many of the state's projects and publications should be of interest to those investigating a competency-based approach. The state department of education is willing to share information with educators in other states.

CONTACT

Division of Elementary and Secondary Education
Florida State Department of Education
Tallahassee, Florida 32304

NO. 142

MONTGOMERY COUNTY SCHOOL DISTRICT, ROCKVILLE, MARYLAND

USERS: Administrators, Teachers, Paraprofessionals

RATIONALE FOR SELECTION

An example of staff development opportunities provided by a large innovative school district.

DESCRIPTION

Montgomery County School District has a Staff Development Division offering administrator, teacher and support staff training. District encompasses a variety of administrative areas, some rural and some urban, with divergent needs. The staff served includes about 7000 teachers and 600 administrators. Courses are planned by instructors employed by the district and held during the school year and the summer. They carry in-service or university credit. Catalogs describing courses to be offered during any season are available. Off-campus courses are scheduled with area colleges and universities. District is involved in identifying basic teacher and administrative competencies and initiating programs related to development of these competencies. A special group of workshops, seminars and conferences for administrators and supervisors is scheduled during the summer. Some are for newly assigned administrative interns; others for newly appointed personnel. Conferences for groups of 50 administrators on problem areas of interest are held several times during the school year with some outside consultants as instructors. Paraprofessional training is also held during working hours, and media technicians are trained by district's own educational media department.

The district also provides individualized development opportunities for administrators and groups with problems involving conflict or crisis. Training materials or products used in a course depend upon the instructor. Division of Staff Development also coordinates courses offered by other divisions of the district, such as guidance and curriculum. Counselling of staff members is another function of the Staff Development Division.

RECOMMENDED USAGE

Direct Contact

QUALITY

An excellent example of the range of in-service training that a district can offer its personnel.

CONTACT

Department of Staff Development
Montgomery County Public Schools
Rockville, Maryland

PROFESSIONAL DEVELOPMENT CENTER FOR COMPETENCY-BASED EDUCATION

University of Houston, Houston, Texas

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A teacher center providing training materials and demonstration sites emphasizing competency-based education.

DESCRIPTION

A teacher center funded by the Teacher Corps which acts as a repository and dissemination center for publications, materials and training programs related to competency-based education which have been developed at many locations throughout the country. Training modules for both specific discipline areas and general teaching skills (presently about 4,000 items) are filed alphabetically and by descriptors for retrieval in response to queries. Center will sell materials at cost or cost of xerox reproduction or provide distributor contact information. Provides consultant services in its immediate area. Could contract for such services outside of Texas. Center offers visitors opportunities for first-hand observation of CBE programs in operation at University of Houston, at the Teacher Corps intern program at school or community locations, and at a number of schools with innovative programs in the Houston area.

RECOMMENDED USAGE

Direct Contact

QUALITY

Useful both as a source of low cost training modules and publications and as a locus of CBE demonstration sites for those able to travel to Houston.

CONTACT

Teacher Center
University of Houston
Cullen Boulevard
Houston, Texas 77004
(713) 749-3621

NO. 144

RHODE ISLAND ALTERNATE LEARNING CENTER

Rhode Island Department of Education

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An example of the staff development activities of one state handled by a coordinating center.

DESCRIPTION

The Alternate Learning Center, a component of the Rhode Island Teacher Center (q.v.) conducts school-based in-service training for local school districts in validated educational practices (selected by a committee composed of the Department of Education and school system personnel). The Center holds awareness conferences to introduce district representatives to practices, with follow-up information provided by consultants. Districts then submit proposals for training programs they desire. Center provides training with graduate credit for participants in local districts whose proposals are accepted. Alternate Learning Center also acts as broker for local and state funds for in-service training in local districts and schools. Produces collection of abstracts of validated programs (judged on basis of state needs, costs, exportability to local sites, effectiveness) that are available through the Alternate Learning Center.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

Center coordinates in-service training and also maintains awareness of new practices. System is probably best suited to a smaller state. Number of validated programs limited (17), but new programs are added each year.

CONTACT

Alternate Learning Center
Department of Education
Hayes Street
Providence, Rhode Island 02908

THE RHODE ISLAND TEACHER CENTER

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An example of one of four teacher centers funded by the Office of Education.

DESCRIPTION

A teacher center established in 1972 with four components: the Alternate Learning Center (q.v.), the Performance-Based Teacher Education component, the Information Center component and the Needs Assessment component. All segments of the Rhode Island educational community are represented on the board of directors, which is responsible to the Commissioner of Education. All components of the center provide local school districts in the state with consultant services and assistance with establishing new programs. In-service programs are developed on the basis of school needs which the Needs Assessment component has helped districts in identifying. Current information on performance-based teacher education is disseminated through the Information Center while the Alternate Learning Center is concerned with maintaining current awareness in the area of in-service programs developed at national research and development centers.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A valuable centralized agency for the state of Rhode Island which coordinates efforts in all areas of educational performance.

CONTACT

The Rhode Island Teacher Center
22 Hayes St.
Providence, Rhode Island

TRI-STATE SCHOOL STUDY COUNCIL

USERS: Administrators

RATIONALE FOR SELECTION

Example of a regional school study council's activities in in-service education.

DESCRIPTION

A council composed of member schools and districts in Pennsylvania, Ohio, and West Virginia to guide administrators and teachers in the application of new practices. Membership is not restricted. In-service education activities are oriented towards school boards and superintendents in the area of management. Workshops and institutes utilize materials from organizations such as the American Association of School Administrators and the National School Board Association. Council maintains a resource file. Publications are mainly memos and briefs to superintendents on problems of current concern. Program soon will be initiated on training in the systems approach to management techniques, based on feedback to be received from superintendents in the field.

RECOMMENDED USAGE

Direct Contact

QUALITY

Useful to schools and districts in the area which might desire to join the council. An example for those in other locations who might profit by forming a similar organization.

COST

Membership fees are scaled to the size of the district and based on 10 cents per pupil in average daily attendance (with a minimum district fee of $2).

CONTACT

Tri-State School Study Council
University of Pittsburgh
Pittsburgh, Pa. 15260
(416) 624-6181

ORGANIZATIONS – RESEARCH AND DEVELOPMENT

197

EDUCATION DEVELOPMENT CENTER, INC.

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A nonprofit educational research and development center which provides resources and consultant services for teacher education in open education.

DESCRIPTION

EDC emphasizes open education. A service called Open Education Advisory with a resource staff of 20 assists local and national educators undertaking a program of open education. Holds workshops for teachers. EDC is also the fiscal agent for open education advisory centers in other locations. EDC's activities are described in its newsletter, EDC News, and in its annual catalog, EDC: A Guide to Projects, Activities and Materials.

RECOMMENDED USAGE

EDC Publications:
  Current Awareness
Center:
  Direct Contact

QUALITY

A useful source for those interested in open education. EDC produces a variety of curriculum materials in addition to its training workshops in open education techniques. Can provide referral to open educaton advisory centers at other locations.

CONTACT

Education Development Center
55 Chapel St.
Newton, Mass. 02160
(617) 969-7100

EDUCATIONAL RESEARCH COUNCIL OF AMERICA

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A council of participating school districts providing program materials and consultant services for in-service education and staff utilization.

DESCRIPTION

A nonprofit research and development council for elementary and secondary schools. Consists of four cooperating groups: a full-time professional and technical staff, consultant scholars, a board of trustees who are community and business leaders, and participating school districts (including students, teachers, administrators, parents and school board members). For in-service teacher education and staff utilization activities, emphasis is on change and creating readiness for change. Scheduled workshops are held in Cleveland (ERC headquarters) and offer training for professional, and sometimes university, credit. Sample topics from Summer 1974 program: "Human Behavior and Teaching," "Writing Phase Elective Curriculum Guides," "Developing Activity Centers for Language Arts Instruction." Also provides consultant services, custom designed programs for special needs, current bibliography of in-service activities and techniques, and development and field testing of in-service packages. The Department of Administrative Services provides consultant services, studies, professional development programs and negotiation clinics for school administrators. A catalog of ERC publications and materials is available upon request.

RECOMMENDED USAGE

Direct Contact

QUALITY

ERC-scheduled workshops, publications and materials are also available to those in districts which are not members of the council. Provides training and materials in both discipline-specific and generic skills.

CONTACT

Educational Research Council of America
Rockefeller Building
Cleveland, Ohio 44113
(216) 696-8222

FAR WEST LABORATORY FOR EDUCATIONAL RESEARCH AND DEVELOPMENT

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An educational laboratory producing a variety of training products for teachers and administrators.

DESCRIPTION

A laboratory active in the area of teacher training, and well known as a developer of minicourses, training packages which employ filmed models of behavior and opportunities for teacher practice and analysis using videotaped feedback on actual performance. Far West's minicourses emphasize training in specific teaching skills, such as effective questioning, organizing independent learning, developing children's oral language, and role playing in the classroom. Several — Individualizing Instruction in Mathematics, Teaching Reading as Decoding, and Teaching Reading Comprehension — are discipline-specific. Some are targeted to the primary, others to the intermediate level. Far West is also a producer of Protocol materials, which are films and videotapes to illustrate classroom behavior (q.v.). Protocols emphasize the acquisition of concepts rather than skills. They are intended to enhance the user's ability to observe, interpret, and diagnose behavior in a real life situation. Questioning, Using Student Ideas, Lesson Organization, Praise and Corrective Feedback, Anti-Group Roles, Four Stages of Development, Task Roles, and Unifying Roles are among the Protocols developed by Far West.

In addition to the minicourses and Protocols, the laboratory has also produced packages for Determining Instructional Purposes (q.v. Learning Materials), Effective Teacher Supervision, and Interaction Analysis. ALERT: A Sourcebook of Elementary Curricula, Programs, and Projects (q.v.) is very helpful for identifying elementary level curricula and includes some information about teacher training required for the programs it lists.

RECOMMENDED USAGE

Direct Contact

QUALITY

Developer of widely used training products, such as the minicourses. Contact laboratory directly for up-to-date information on products and programs.

CONTACT

Far West Laboratory for Educational Research
and Development
1855 Folsom Street
San Francisco, California 94103

NO. 150

NORTHWEST REGIONAL EDUCATIONAL LABORATORY (NWREL)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A regional educational laboratory developing in-service educational products.

DESCRIPTION

Northwest Regional Educational Laboratory is actively involved in developing training programs for administrators and teachers. Interpersonal relations and communication are areas of particular concentration, with programs such as Interaction Analysis (q.v.) and Interpersonal Communications (q.v.). NWREL also provides training for school personnel at local sites in some instances. Local training programs can be arranged through NWREL Regional Training Representatives under the Improving Teaching Competencies Program. Most of the laboratory products are suitable for pre-service or in-service courses. Available and anticipated products are described in the CEDaR Catalog (q.v.). They include teacher training in strategies for developing higher level thinking abilities in students (q.v.), systematic observation and improvement of instruction, and facilitating student inquiry in the classroom. Research Utilizing Problem Solving (RUPS) (q.v.), which provides training in group problem solving through simulated exercises, and REACT for Teachers (q.v.), which explores ways of integrating computer technology with traditional curriculum, are other products developed by Northwest Laboratory.

RECOMMENDED USAGE

Direct Contact

QUALITY

A laboratory which has a number of programs available in the areas of problem solving, teaching strategies, communications and interpersonal relations. Also provides useful consultant services. NWREL products have been field tested.

CONTACT

Northwest Regional Educational Laboratory
Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204
(503) 224-3650

NO. 151

RESEARCH FOR BETTER SCHOOLS, INC.

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An educational laboratory actively involved in the development of training products for teachers and administrators.

DESCRIPTION

An educational laboratory which develops training packages for use by both teachers and administrators. The packages are aimed at increasing competencies in the following areas: assessment, planning, management, implementation of innovations, interpersonal relations, and evaluation. Packages developed by RBS' Administering for Change Program include: Inventory for Curricular and Instructional Improvement, Surveying Your Community: An Approach to Community Involvement in Schools, Pupil-Perceived Needs Assessment Package (q.v.), Handbook of Comprehensive Planning in Schools, Curriculum and Instruction: Planning Improvement, Selecting a Curriculum Program: Balancing Requirements and Costs, Educational Project Management Instructional System (q.v.), Evaluating a Curriculum Program: An Educator's Handbook, and Human Dimensions of School Improvement.

RBS also produces administrator and teacher training programs to accompany specific curricula developed at the laboratory, such as IPI Mathematics, IPI Reading, and Achievement Competence Training.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A useful laboratory to contact for a wide variety of training materials for teachers and administrators. All materials are field tested prior to release for commercial publication. A catalog of RBS publications is issued annually.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, PA 19103
(215) 561-4100

NO. 152

SOUTHWESTERN COOPERATIVE EDUCATIONAL LABORATORY (SWCEL)

USERS: Teachers

RATIONALE FOR SELECTION

A nonprofit research and development laboratory specializing in products tailored to the needs of teachers of Mexican-Americans, Indians and Blacks.

DESCRIPTION

A laboratory producing training products for teachers of minority groups, such as the English as a Second Language Package, Cross Cultural Communications Program, and a Parent-School-Community Involvement Handbook. More general products include the Performance Objectives Package, Systems Approach to Lesson Planning (q.v.), Teacher/Teacher Aide Companion Training Program, and Classroom Strategies. The latter two are designed for use by teachers of kindergarten and early elementary age children. SWCEL schedules institutes throughout the year to train teachers. Consultants are also available to conduct staff training at local sites. Some programs are only available for rental with SWCEL consultants as trainers or in conjunction with training sessions held at the laboratory.

RECOMMENDED USAGE

Direct Contact

QUALITY

An important source of training materials for teachers of minority groups. Contact directly for information about all products and publications. A catalog of publications is available upon request.

CONTACT

Southwestern Cooperative Educational Laboratory
229A Truman, N.E.
Albuquerque, N.M. 87108
(505) 268-3348

ORGANIZATIONS – SPECIAL FOCUS

NO. 153

AMERICAN MANAGEMENT ASSOCIATION

USERS: Administrators

RATIONALE FOR SELECTION

A major organization concerned with the continuing education of managers generally and with a specific division oriented toward managers in public service institutions.

DESCRIPTION

A nonprofit organization that serves as a clearinghouse of current information and developments in the field of management training. Publishes a variety of journals and literature including programmed texts for various levels of management specialization. The AMA Management and Development Guide is published every six months to indicate the resources (publications, seminars, other activities) available from the organization. Publishes and distributes a large number of books, cassette tapes, and multimedia packages on general management topics that could be used in education as well. Sample topics: How to Improve Managerial Performance, Management Principles. Educators would be interested in the Professional Institute for administrators in government, education and health. Organization has a staff experienced in problems in these areas and a variety of relevant programs including workshops, seminars, customized training and briefing on special topics.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

The AMA is a vast organization with many activities. Best approached through the Professional Institute and its activities. Provides publications, courses and meetings for administrators of all levels of expertise.

CONTACT

American Management Association
135 West 50th St.
New York, N.Y. 10020
(212) 586-3100

CENTER FOR IMPROVED EDUCATION, BATTELLE MEMORIAL INSTITUTE

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A center affiliated with Battelle's Columbus Laboratories and concerned with the dissemination and utilization of research findings.

DESCRIPTION

A nonprofit center established in 1970 to bridge the gap between existing knowledge and educational practice. A part of the Battelle Memorial Institute with a link to the educational research activities of the Columbus Laboratories. Three comprehensive programs exist: The Management Systems Program applies modern management techniques (such as Management by Objectives, Programmed Planning Budgeting Systems, and Needs Assessment) to educational redesign. Project SHARE (q.v.) is part of this program. The Instructional Systems Program deals with the design and implementation of improved instructional systems. The Information Systems Program is concerned with the development and implementation of improved information systems for decision making. Provides consultant services to schools and districts and publishes some materials developed in its programs.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

The center's practical orientation makes it a very useful organization for direct contact. Its activities cover a very wide range of educational areas. Of particular importance for problems of educational management.

CONTACT

Center for Improved Education
Battelle Memorial Institute
505 King Avenue
Columbus, Ohio 43201
(614) 299-3151

EDUCATION COMMISSION OF THE STATES

USERS: Administrators

RATIONALE FOR SELECTION

A source of information on legislation relating to education, educational projects and finance at the state level.

DESCRIPTION

A nonprofit commission established to improve education at the state level. Forty-six states are members, paying membership fees based on size. Individual members include governors of states, legislators, and educators. Holds annual meeting, publishes literature, reports and surveys of activities of the states in areas of the commission's interest. Research and information department is a clearinghouse of information on legislative bills in all states and publishes the newsletter Legislative Review, as well as yearly research briefs. The Elementary and Secondary Education Project, the largest at ECS, is active in early childhood education, education of handicapped children, and national assessment. The Early Childhood Project publishes occasional newsletters on state developments in that area and works with staff in governors' offices and state departments of education to coordinate already existing programs in early childhood education. The National Assessment of Educational Progress (q.v.) conducts a national sampling of student achievement of educational objectives in many subject areas. COMPACT is a bi-monthly magazine from the commission covering state education news and featuring a Washington column.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Useful information source for changes in state legislation and school finance and for state-to-state cooperative efforts.

COST

COMPACT, $6 a year.

CONTACT

Education Commission of the States
300 Lincoln Tower
1860 Lincoln St.
Denver, Colorado 80203
(303) 893-5200

NO. 156

EDUCATIONAL TESTING SERVICE (ETS)

USERS: Administrators, Teacher

RATIONALE FOR SELECTION

A major organization in the area of testing, measurement and evaluation, offering consultant services and courses for schools and teachers.

DESCRIPTION

The Educational Testing Service provides practical services to schools, districts and school personnel in the area of measurement, testing and evaluation. Staff includes over 800 professionals at Princeton and seven regional offices. Centers have collections of tests and test items available for school district use in local programs. The Princeton office is the site of the ERIC Clearinghouse on Testing, Measurement and Evaluation. Centers offer resident courses throughout the year. The intensive courses involve 40 hours of instruction (generally over a 5-day period). Topics for this type of course include Performance-Based Teacher Training and Assessment, Assessment and Evaluation in Educational Planning, and Guidance and Assessment of Non-Traditional Learning. Mini-course modules of courses presented in residence are being produced so that they can be purchased by a district and used locally. One-day workshops on specific topics are also scheduled at ETS centers. A new service offers workshops for local schools and districts. These are usually arranged through a preliminary meeting with the district or school to determine local needs and a follow-through program is often established after the workshop (one to five days). The nearest regional office is usually the source of consultants for these tailormade programs. In addition to actual training and testing materials, ETS publishes reports and a newsletter which serve as sources of information on current developments in measurement.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

Source of potentially valuable tailormade workshops and consultation through its regional offices. Publications are a source of current awareness. Courses offered at centers can be useful if the topics are specific to local needs. All courses and workshops are planned to include consideration of the participants' areas of need and interest.

COST

Costs depend on the program selected. ETS will submit a budget of the planned program in advance. Intensive courses, $450 per participant, including instructional materials, food, and lodging. One-day workshops, $50 per participant, including materials and lunch.

CONTACT

Educational Testing Service
Princeton, New Jersey 08540
(609) 921-9000

HUMAN RESOURCES RESEARCH ORGANIZATION (HumRRO)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An organization engaged in behavioral science research, and possessing considerable experience with military personnel matters.

DESCRIPTION

HumRRO is an independent, nonprofit organization whose purpose is "to improve human performance, particularly in organizational settings, through behavioral and social science research, development and consultation." Its specific focus is special training and training technology. HumRRO tackles problems involving leadership, training, interpersonal communication and organization. It performs human resources research for sponsoring organizations either in the field or under laboratory conditions at HumRRO research headquarters. HumRRO also develops and evaluates training programs under contracts with federal, state, or local governments as well as educational and training organizations. Publishes a bibliography of publications and papers presented each year. Staff members are psychologists and social scientists.

RECOMMENDED USAGE

Direct Contact

QUALITY

An important organization for research aimed at improving human performance. HumRRO has performed research for school districts and educational institutions in the area of in-service training. HumRRO's bibliography — indexed by subject, sponsor, and author — has annotated entries describing projects undertaken each year.

CONTACT

Human Resources Research Organization
300 North Washington Street
Alexandria, Virginia 22314

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Information source for objectives in subject areas and exercises developed for testing objectives.

DESCRIPTION

A project of the Education Commission of the States (q.v.) to survey the knowledge, skills, understandings and attitudes of a random national sampling of students to provide comprehensive data on their educational attainments and to measure growth or decline in attainment in specific subject areas over a period of time. The project develops test items and exercises to use in its assessment program. Two subject areas are assessed each year. Results are reported nationally for each exercise and age group and by other categories such as geographic area, size and type of community, sex, race, parental education. The NAEP Newsletter (bi-monthly) reports National Assessment results and related news. Department of Utilization/Applications at NAEP conducts workshops for state officials involved in assessment. A publications list for NAEP is available on request. Official NAEP reports are available from the U.S. Government Printing Office, Washington, D.C. 20402.

RECOMMENDED USAGE

Current Awareness

QUALITY

Publishes inexpensive and widely available reports of objectives for subject areas and test exercises used in own assessment surveys. Objectives and exercises may be directly useful for administrators engaged in assessment activities. Does not provide training in actual development of assessment programs below state level at present.

COST

NAEP Newsletter, no charge.

CONTACT

National Assessment of Educational Progress
300 Lincoln Tower
1860 Lincoln St.
Denver, Colorado 80203
(303) 893-5200

NO. 159

NATIONAL SCHOOL DEVELOPMENT COUNCIL, INC.

USERS: Administrators

RATIONALE FOR SELECTION

A national organization of regional school study councils.

DESCRIPTION

An organization formed to coordinate the work of more than 25 local councils to reduce the lag between performance and achievable goals. The local councils are involved in teacher education, experimentation and innovation. Annual dues of national council are 10% of local council's budget. Officers are elected from members of participating councils. Catalyst for Change is a journal published for members three times a year, which describes the activities of member councils. Summaries of outstanding innovative projects at local level appear in the "Innovation 150" column. National council also produces an information locator for local school study councils with contact information, the functions of the organization, its membership, areas of concentration, and in many cases typical services it has recently provided.

RECOMMENDED USAGE

Direct Contact

QUALITY

Useful as a source of information on activities of member school study councils. A school district may be interested in joining a council in its own area.

CONTACT

Dr. John W. Kohl, Executive Secretary
National School Development Council, Inc.
250 Reid Hall
Montana State University
Bozeman, Montana 59715

NO. 160

NATIONAL TRAINING LABORATORIES INSTITUTE (NTL)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A national institute offering training programs in human interaction and professional development as well as consultant services.

DESCRIPTION

National Training Laboratories Institute consists of three divisions: Division of Programs and Laboratories, administering all scheduled programs and laboratories (except those for professional development) in interpersonal relations, personal growth, management, and change in education; Professional Development Division, administering programs in the preparation of trainers and consultants; and Contracts and Consultation, administering tailormade training programs under long and short term contracts with organizations and instritutions. Scheduled programs are held at a variety of locations throughout the country, but most are at Washington, D.C. (the institute's home area); Bethel, Maine; New York City; and Santa Cruz, California. Laboratory programs can last from a weekend to several weeks. Program costs and living expenses vary according to location and program. Professional development programs are offered at advanced levels and prerequisites exist for participation in certain areas. Staff and consultants of the NTL are professional behavioral scientists.

RECOMMENDED USAGE

Direct Contact

QUALITY

The institute, an internationally recognized training organization, has been active for almost thirty years. Its original focus was group dynamics. It has since broadened that focus to include organizational development and personal growth. Schools and districts might utilize scheduled programs for staff members when locations are convenient or they might contract with NTL to develop a specialized program for their district.

CONTACT

NTL Institute
1815 N. Forth Myer Drive
Arlington, Virginia 22209

ORGANIZATIONS – UNIVERSITY-BASED

CENTER FOR THE STUDY OF EVALUATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A university-based research center whose primary area of interest is evaluation of educational programs.

DESCRIPTION

The center is a research center concerned with improving the practice of evaluation by providing educators with technology, training materials and tools for evaluation. It also publishes very specialized literature on the research aspects of its work. Commercially marketed training products developed at the center include the Evaluation Workshops I and II (q.v.) and the CSE Elementary School Evaluation Kit: Needs Assessment (q.v.). Other CSE projects still under development or being field tested include further programs in the Elementary School Evaluation and the Evaluation Workshops series. Two related products — the CSE Elementary School Hierarchical Objectives Chart, which profiles broad goals and sub-goals of elementary education, and the CSE Elementary School Test Evaluations, which provides critical and objective analyses of tests keyed to elementary school goals, should be of considerable practical utility for purposes of planning and evaluation. CSE-RBS Test Evaluations: Tests of Higher-Order Cognitive, Affective, and Interpersonal Skills, a critical compilation of tools for assessing student performance in those three domains, was developed in conjunction with Research for Better Schools and is applicable at both elementary and secondary levels. CSE has also published Preschool/Kindergarten Test Evaluations.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

A prominent developer of training programs in the area of evaluation. The center will organize workshops around the programs it has developed for interested schools and districts.

CONTACT

The Center for the Study of Evaluation
UCLA Graduate School of Education
Los Angeles, Calif. 90024

NO. 162

OHIO STATE UNIVERSITY, FACULTY OF EDUCATIONAL DEVELOPMENT

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An example of a practically oriented university summer program for teachers and administrators.

DESCRIPTION

A coordinated graduate school program for teachers and administrators offering a variety of courses related to innovation and useful for staff development. Some course topics from the summer of 1974 include Techniques for Evaluating Classroom Instruction, Program/Project Management, Workshops in Organizational Development Skills, and Collective Negotiations for Improving Schools. Courses and workshops are 9-week courses. Students wishing credit for their courses must be formally admitted to Ohio State University Graduate School.

RECOMMENDED USAGE

Direct Contact

QUALITY

An annual summer program at Ohio State University. Application should be made early for admission to the Graduate School of Education by those who desire academic credit for courses. Ohio State University is an important training center for educators.

COST

Fees are based on credit hours of courses taken. A special fee ($350) must be paid by non-residents. Non-resident fees are significantly higher than resident fees.

CONTACT

Faculty of Educational Development
236 Ramseyer Hall
29 W. Woodruff Avenue
Columbus, Ohio 43210
(614) 422-4874

SOURCELISTS

ALERT: A SOURCEBOOK OF ELEMENTARY CURRICULA, PROGRAMS AND PROJECTS

Far West Laboratory for Educational Research and Development (1972)

LEVEL: Elementary

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A selective sampling of innovative programs and resources for elementary education that includes some for teacher education.

DESCRIPTION

A select listing of materials, covering curriculum resources, model projects, and teacher training programs. Can be searched by index entry "Teacher Training," as well as by subject groupings where staff training requirements for discipline-oriented programs are specified. Information given for actual programs is quite complete and includes in most cases a descriptive paragraph, goals, use, cost, availability and references. Currency of the information is indicated.

RECOMMENDED USAGE

Topical Survey

QUALITY

A useful source for commercially marketed as well as locally developed products and programs and information about organizations involved in practical experimentation which might provide consultants. Layout is easy-to-read with featured points of interest about each entry indicated in boldface. Well indexed for quick location of information on a subject area or on a particular program.

COST

$5.05

CONTACT

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
No. 23143

CEDaR CATALOG

4th Ed. (1974)

USERS: Administrators, Teachers, Paraprofessionals

RATIONALE FOR SELECTION

A unique source of descriptions of programs produced by educational laboratories and R&D centers affiliated with CEDaR.

DESCRIPTION

A sourcelist consisting of the descriptions of available and anticipated products developed by the educational research laboratories and university-based research and development centers that form the CEDaR group. Programs are organized by developer and by subject area. "Teacher Education" is a subject area for search. See also entries lead to other in-service programs classified under other subject areas. Available and anticipated programs are separately classified. Information provided for each product includes: target audience, product/program links to other products in the catalog, characteristics, cost and evaluative findings.

RECOMMENDED USAGE

Broad Survey

QUALITY

This is a unique and very valuable source of some major and highly regarded in-service training programs available from the labs and centers. Products include discipline-specific training materials as well as others focusing on the development of more generalized skills, such as theory, planning, technical implementation, etc. The laboratories and R&D centers included are fruitful sources of training packages.

COST

The catalog is $14.50.

CONTACT

Commercial Educational Distribution Service
P.O. Box 3711
Portland, Oregon 97208

NO. 165

DIRECTORY OF IN-SERVICE TEACHER EDUCATION PACKAGES

Journal of Teacher Education No. 22 (Winter, 1971), 517-26

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Sourcelist for products of government funded research laboratories and centers published in the Journal of Teacher Education.

DESCRIPTION

An annotated guide to selected training products from regional educational laboratories and research and development centers. Products included were either available in 1971 or scheduled for release in 1972. Listing is by developer. Annotations contain descriptions of the products, cost and contact information. This guide appears in the Journal of Teacher Education as a service of the ERIC Clearinghouse on Teacher Education.

RECOMMENDED USAGE

Broad Survey
Direct Contact

QUALITY

A useful survey of products from educational laboratories and research centers. Most are now available. This guide can be updated by consulting the CEDaR Catalog (q.v.).

CONTACT

Journal of Teacher Education
American Association of Colleges for Teacher Education
One DuPont Circle
Washington, D.C.

NO. 166

FLORIDA CATALOG OF COMPETENCY-BASED TEACHER TRAINING MATERIALS

Florida Department of Education, 2nd Ed.

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An annotated listing of over 500 competency-based training modules produced by various sources throughout the country.

DESCRIPTION

Compiled by the Florida Center for Teacher Training Materials at the University of Miami, this catalog emphasizes training materials suitable for the development of specific teaching competencies. The Catalog is organized in two major sections: (1) a source index providing an alphabetical listing of producers of the materials described in the catalog, and (2) an annotation section containing capsule descriptions of each training module. The modules have been keyed to a set of competency statements published under the title of the Florida Catalog of Teacher Competencies. In addition to particular academic areas (e.g., Educational Psychology, Reading), the modules also address generic teaching skills such as the following: Behavioral Objectives, Classroom Management, Curriculum Design, Evaluation, Individualizing Instruction, Interpersonal Communications, Media, Observation, Planning, Presentation, Problem Solving, Questioning, Research, and Special Instructional Strategies.

The description of each module includes information about cost, estimated usage time, and physical packaging, as well as a brief narrative profile of its intended purpose, content, and related activities. A coding system indicates whether (1) performance objectives for the module are explicitly stated, (2) instructional resources and activities have been specified for their attainment, and (3) evaluation indicators are linked to stated objectives.

RECOMMENDED USAGE

Current Awareness
Broad Survey

QUALITY

The Catalog is an eclectic collection of modules appropriate for preservice or in-service use. It provides minimal description of each module, but does indicate the existence of performance objectives, specified activities, and evaluation indicators.

COST

Cost of the Catalog is $4.60 for Florida residents. Out-of-state users are charged $5.55 per copy.

CONTACT

Panhandle Educational Cooperative
P.O. Drawer 190
Chipley, Florida 32428

NO. 167

THE GUIDE TO SIMULATION GAMES FOR EDUCATION AND TRAINING

David W. Zuckerman and Robert E. Horn,
2nd Ed. (1973-74)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Sourcelist for a large number of simulations and games in a variety of subject areas, including education.

DESCRIPTION

A sourcelist for over 600 games and simulations grouped by subject area. Indicates, for each game, the age level for which it is suited, the number of players, the time it requires, and the page on which it is described. Annotated entries indicate each group's developer, playing data, materials, costs, producer, with comments on its use and a summary description. Volume is indexed for titles of games and names of creators/producers. Classified categories for games include business, economics, history, sociology, skill development, etc. Includes a chapter by Twelker and Layden on sources for studying this type of instructional material.

RECOMMENDED USAGE

Topical Survey
Evaluative Information
Direct Contact

QUALITY

Intended mainly for curriculum use and includes a chapter on "How Students Can Make Their Own Simulations." Chapter 12 concentrates on simulations for training administrators and teachers. Provides some evaluation of materials included. Volume has recently been updated and expanded.

COST

Volume is $15.

CONTACT

Department E
Information Resources, Inc.
Box 417
Lexington, Massachusetts 02173

MEDIATED TEACHER EDUCATION RESOURCES

W. C. Meierhenry, ed. (1970)

USERS: Teachers

RATIONALE FOR SELECTION

One of the few sourcelists specifically devoted to teacher training materials.

DESCRIPTION

This listing of materials for pre- and in-service educational programs resulted from an investigation conducted by a subcommittee of the AACTE's Committee on Studies. The programs included are annotated by a brief description, but not evaluated. They are grouped by type of media: audiotapes, gaming and simulation, motion pictures, multimedia, slide/filmstrips, videotapes. The majority of the materials are aimed at teachers. They range from subject- and problem- to concept-oriented materials. Information provided includes: title, producer, description of material, cost and contact. A list of distributors and glossary of terms are also furnished.

RECOMMENDED USAGE

Broad Survey
Topical Survey

QUALITY

This is one of the few collected listings of materials for pre- and in-service training. Annotations about items are useful for determining which are potentially relevant. Definitions of terms used (such as "simulation") are helpful to the neophyte. Does not discuss validation of the materials or evaluation findings, and the absence of indexing makes this a rather poorly organized selection tool.

CONTACT

American Association of Colleges for Teacher Education
One DuPont Circle
Washington, D.C. 20036

PROTOCOL CATALOG: MATERIALS FOR TEACHER EDUCATION

Revised Ed. (1974)

USERS: Teachers

RATIONALE FOR SELECTION

Sourcelist for Protocol materials developed by a variety of producers.

DESCRIPTION

Protocol materials are filmed or taped reproductions of the behavior of teachers, students, and others. They are designed so that a particular segment of behavior can be studied, analyzed, and the concepts that are meaningful in interpreting such behavior can be explained and learned. Sample topics: "Negative Reinforcement," "Clarity" (in teacher language) and "Feedback." This sourcelist provides annotated listings of Protocol materials from thirteen different sources. Sourcelist entries are alphabetical by title, with information about the behavior analyzed, content, producer, media, type of accompanying written materials, running time, and availability. Materials are also grouped according to content. Ordering information is included for those available for sale or rental. Three additional projects producing materials similar to Protocol materials are listed separately in the catalog.

RECOMMENDED USAGE

Direct Contact

QUALITY

A valuable collection of materials produced at universities and research centers across the country. Available Protocol materials deal with developmental reading, English, social science, educational psychology, and teaching competencies related to teacher language and classroom interaction, group process, and classroom management.

COST

The catalog is available at no charge from the National Resource and Dissemination Center, located at the University of South Florida.

CONTACT

National Resource and Dissemination Center
Division of Educational Resources
University of South Florida
Tampa, Florida 33620

RESOURCES FOR PERFORMANCE-BASED EDUCATION

W. Robert Houston, et al. (1973)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An annotated listing of instructional modules for training educational personnel.

DESCRIPTION

A comprehensive annotated sourcelist of print (excluding textbooks) and multimedia modules for pre- or in-service teacher training. Includes materials developed throughout the United States, many still undergoing revision. Modules are listed alphabetically by title with information on distributor, cost, rental, audience to which training is directed and level of the school program, objectives, descriptions, and evaluation. The volume and its supplement both contain general indexes (based on key words, descriptions, academic subject areas and names) and special indexes in which training modules are classified according to the particular competencies they address. A directory of distributors and appropriate contact information are also provided.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

A very thorough compilation of information on actual training materials. Materials included are in varying stages of readiness for use by a local district. Very complete indexing facilitates searching for material on a specific subject or related to a specific competency area.

COST

Available for $2 from New York State Department of Education.

CONTACT

New York State Department of Education
Division of Teacher Education and Certification
Albany, New York 12210

INDEX

ADMINISTRATIVE AND STAFF DEVELOPMENT SOURCES OF INFORMATION

This index lists sources alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Use the grid on the left to identify the type of source. Appropriate user and educational level notations and the entry number follow the title of the source.

Sources that are organizations are coded in the grid as follows:

Organizations - Governmental	G
Organizations - Professional	Pro
Organizations - Publishers	Pub
Organizations - Regional and Local	RL
Organizations - Research and Development	RD
Organizations - Special Focus	SF
Organizations - University-Based	U

The following symbols indicate appropriate users:

Administrators	A
Teachers	T
Paraprofessionals	P

Bibliographies and State-of-the-Art Reviews	Directories	Information Services	Journals and Newsletters	Organizations	Sourcelists	
				RL		Advisory Center for the Improvement of Education (T), 139
					●	ALERT: A Sourcebook of Elementary Curricula, Programs and Projects (A, T - Elementary), 163
				Pro		American Association of Colleges for Teacher Education (A, T), 114
				Pro		American Association of School Administrators (A), 115
				Pro		American Library Association (A, T), 116
				SF		American Management Association (A), 153
				Pro		American Society for Training and Development (A), 117
				Pub		Amidon, Paul S., & Associates, Inc. (T), 129
				Pro		Association for Educational Communications and Technology (A, T), 118
				Pro		Association for Supervision and Curriculum Development (A, T), 119
				Pub		BNA Communications, Inc. (A), 130
				SF		Battelle Memorial Institute, Center for Improved Education (A, T), 154
				RL		Bucks County Public Schools, Intermediate Unit No. 22, Pennsylvania (A, T), 140
					●	CEDaR Catalog (A, T, P), 164
				Pub		CTB/McGraw-Hill (A, T), 131
				SF		Center for Improved Education, Battelle Memorial Institute (A, T), 154
				U		Center for the Study of Evaluation (A, T), 161
●						Competency-Based Education: The State of the Scene (A, T), 97
				Pro		Council of Educational Facility Planners (A), 120
			●			Croft-NEI Professional Services for Education, The (A, T), 108
					●	Directory of In-Service Teacher Education Packages (A, T), 165

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	●					Directory of Organizations and Personnel in Educational Management (A), 105
●						ERIC Abstracts Series (A), 99
		●				ERIC Clearinghouse on Educational Management (A, T), 106
		●				ERIC Clearinghouse on Teacher Education (T), 107
				SF		Education Commission of the States (A), 155
				RD		Education Development Center, Inc. (A, T), 147
●				RD		Educational Research Council of America (A, T), 148
●				Pub		Educational Technology Publications, Inc. (A, T), 132
		●		SF		Educational Testing Service, ETS (A, T), 156
●						Emergent Practices in Continuing Education of School Administrators (A), 98
				RD		Far West Laboratory for Educational Research and Development (A, T), 149
					●	Florida Catalog of Competency-Based Teacher Training Materials, The (A, T), 166
				RL		Florida, State Department of Education, Tallahassee, Florida (A, T), 141
				Pub		General Programmed Teaching (T, P), 133
					●	Guide to Simulation Games for Education and Training, The (A, T), 167
				SF		Human Resources Research Organization (A, T), 157
				Pub		I/D/E/A (Institute for Development of Educational Activities, Inc.) (A), 134
			●			Individualized Learning Letter, The (A), 109
●						In-Service Education for Staff and Administrators (A, T), 100
				Pub		Instructional Dynamics Incorporated (A, T), 135
				Pro		Instructional Objectives Exchange (A, T), 121
			●			Journal of Teacher Education (T), 110

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				Pub		McGraw-Hill, Educational Development Laboratories, Educational Consultant Services (A, T), 136
					●	Mediated Teacher Education Resources (T), 168
				RL		Montgomery County School District, Rockville, Maryland (A, T, P), 142
				Pro		National Academy for School Executives (A), 122
				SF		National Assessment of Educational Progress (A, T), 158
				Pro		National Association of Elementary School Principals (A - Elementary), 123
				Pro		National Association of Secondary School Principals (A - Secondary), 124
				Pro		National Education Association, The (A, T), 125
				Pro		National Organization on Legal Problems of Education (A, T), 126
				SF		National School Development Council, Inc. (A), 159
				G		National Science Foundation (A, T), 112
				SF		National Training Laboratories Institute (A, T), 160
				RD		Northwest Regional Educational Laboratory (A, T), 150
				U		Ohio State University, Faculty of Educational Development (A, T), 162
●						Performance-Based Teacher Education: An Annotated Bibliography (A, T), 101
				Pro		Phi Delta Kappa (A, T), 127
				RL		Professional Development Center for Competency-Based Education (A, T), 143
					●	Protocol Catalog: Materials for Teacher Education (T), 169
			●			Report on Educational Research (T), 111
				RD		Research for Better Schools, Inc. (A, T), 151
●						Resources for In-Service Teacher Education (T), 102

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				RL		Rhode Island Alternate Learning Center (A, T), 144
				RL		Rhode Island Teacher Center, The (A, T), 145
				Pub		Science Research Associates, Inc. (T), 137
				RD		Southwestern Cooperative Educational Laboratory (T), 152
●						Trends, Issues and Activities in Individualized Learning (A, T), 103
				RL		Tri-State School Study Council (A), 146
				G		U. S. Office of Education, Division of Educational System Development (T), 113
●						Unconventional Methods and Materials for Preparing Educational Administrators (A), 104
				Pro		University Council for Educational Administration (A), 128
				Pub		Vimcet Associates, Inc. (T), 138

ADMINISTRATIVE AND STAFF DEVELOPMENT TRAINING PRODUCTS

ENTRIES 171-211

A DESCRIPTIVE LISTING OF MATERIALS AND APPROACHES FOR ADMINISTRATIVE AND STAFF DEVELOPMENT

This is a descriptive listing of administrative and staff development materials and approaches. The listing includes a variety of types ranging from self-instructional texts to multi-media packages that are relatively easy to obtain and practical. Entries are listed alphabetically by title and classified to indicate the generic skills they address: Theoretical Orientation, Assessment Skills, Diagnostic Skills, Goal Setting, Planning Skills, Technical Implementation Skills, Organizational Skills, Motivation Skills, Problem-Solving Skills, Communication Skills and Evaluation Skills. Materials and approaches cited are also classified according to appropriate user population – administrator, teacher, and/or paraprofessional. Usage recommendations are coded as follows:

Code	**Explanation**
Awareness	Approach or material for developing administrative and staff awareness of new concepts and practices.
General Orientation	Approach or material for orienting administrators and staff to new programs and practices.
Practice and Application	Approach or material for providing administrators and staff with opportunities to practice and apply new knowledge and skills.
Assessment for Performance Improvement	Approach or material which uses assessment as a technique for improving administrative and staff performance.
Clarification of Values	Approach or material which uses clarification of values as a technique for modifying administrative and staff performance.

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NO. 171

ANALYSIS FOR DECISION MAKING

Howard Raiffa with Loran T. Thompson

AREA: Problem-Solving Skills/Planning Skills

USERS: Administrators

TYPE: Self-instructional cassette and graphic kit, using programmed exercises and case studies

RATIONALE FOR SELECTION

A self-instructional package providing instruction in decision analysis with several learning options.

DESCRIPTION

A package that provides self-instructional and self-paced learning for decision analysis. Utilizes audio presentation coordinated with graphic materials in the modules. Module topics include: "Decision Trees," "Utility Theory: Basic Concepts" and "Subjective Probability." Concepts are supplemented by programmed exercises, supplementary problems and case studies. Learning options are indicated for each module to provide training ranging from an overview to an intensive course of instruction preparing the participant to apply the tools of decision analysis independently. Requires 12-65 hours to complete, depending on options selected.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Developed by an instructor at Harvard Business School on basis of his teaching experience. Not designed specifically for educators but generally useful to administrators.

COST

Complete course (10 books plus 20 cassettes) costs $750.

CONTACT

Encyclopedia Britannica Educational Corporation
425 North Michigan Avenue
Chicago, Illinois 60611

CSE ELEMENTARY SCHOOL EVALUATION KIT: NEEDS ASSESSMENT

Allyn and Bacon, Inc.

AREA: Diagnostic Skills

USERS: Administrators

TYPE: A self-instructional kit

CONTACT

Allyn and Bacon, Inc.
Longwood Division
470 Atlantic Avenue
Boston, Massachusetts 02210

RATIONALE FOR SELECTION

A self-instructional kit on needs assessment developed by an educational research and development center.

DESCRIPTION

A kit concentrating on three methods of procuring information needed by an elementary principal or superintendent for decision making. Methods are principal's own rating of goals and parents' goal rating by questionnaire and by goal cards. Materials consist of a guidebook with a step-by-step description of the assessment process (choosing goals, selecting tests, collecting information, selecting critical needs areas), 24 principal's goal rating forms (4 for each grade level), 48 parents' goal rating questionnaires, 10 decks of goal cards, 10 sets of rating mats, 50 goal cards tally sheets.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A practical self-contained kit for an individual administrator to use with prior instruction. Has been field tested by developer, the Center for the Study of Evaluation at UCLA. Publisher will send kit for free 10-day examination period.

COST

The boxed program costs $114.95.

NO. 173

DESIGNING EFFECTIVE INSTRUCTION

General Programmed Teaching

AREA: Diagnostic Skills/Planning Skills/Evaluation Skills

USERS: Teachers

TYPE: Group presentation and discussion with audiovisual materials

RATIONALE FOR SELECTION

A programmed package for designing instruction for measurable results.

DESCRIPTION

A self-contained package for training teachers in designing instructional programs so that results can be measured. Package is intended for group use with a monitor who operates equipment, checks exercises and tests, and leads discussion. Monitor needs no special training. Consists of 15 units covering basic principles, setting instructional objectives, criterion testing, planning lessons and validating instruction. Materials of the workshop are 15 tapes, 12 color filmstrips, 10 workbooks, 1 monitor's manual and scriptbook. GPT has field tested the program and can supply list of institutions that are using it. Manual provides guidelines for setting up workshop. Variety of schedules are possible. Preview kit is available from GPT for 45 days.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Package provides a workshop which can be rapidly implemented. Where local expertise exists, it can be adapted and customized. Producer specializes in developing teacher training materials.

COST

Package price is $675 with cassette tapes; $650 with reels. Some units may be purchased individually.

CONTACT

General Programmed Teaching
Quail Hill
San Rafael, California 94903
(415) 472-3100

NO. 174

DETERMINING INSTRUCTIONAL PURPOSES

Far West Laboratory For Educational Research and Development

AREA: Planning Skills

USERS: Administrators, Teachers

TYPE: Laboratory experiences

RATIONALE FOR SELECTION

A program concerned with developing planning skills produced by an educational research laboratory.

DESCRIPTION

A training package to increase the purposing skills of leaders in instructional program management. Contains a handbook for coordinator and three units on setting goals, analyzing problems and deriving objectives. Flexible scheduling possible by using units in sequence or singly. Units require 10-18 hours to complete and are divided into modules. Provides basic training and does not presuppose prior participant skills. Coordinator who conducts sessions requires no special training. No special location or support materials are needed. Product utilizes reading materials, simulated input and exercises involving teamwork and feedback. Related programming and evaluation training packages are still under development.

RECOMMENDED USAGE

Practice and Application

QUALITY

Program has been extensively field tested in a variety of schools and locations by a reputable developer. Does not require special location, training, materials or consultants to use.

COST

Participant materials are $8.95; coordinator's manual is $4.50.

CONTACT

Far West Laboratory for Educational Research and Development
1855 Folsom St.
San Francisco, California 94103
(415) 565-3000

DEVELOPMENT OF HIGHER LEVEL THINKING ABILITIES

Northwest Regional Educational Laboratory

AREA: Theoretical Orientation/Technical Implementation Skills

USERS: Teachers

TYPE: Group sessions using role playing, simulation and demonstrations

RATIONALE FOR SELECTION

A program for developing effective teaching strategies produced by an educational laboratory.

DESCRIPTION

A program aimed at teachers (and administrators) to assist them in training students to categorize facts, form generalizations and apply them in making inferences about unknown situations. Consists of 42 hours of instruction divided into 29 units suitable for an in-service workshop. Requires an instructor familiar with the program. Program involves role playing, presentation of the theory on which program is based, small group simulation of component skills, demonstrations of classroom practice, use of the skill in teacher's subject area. Materials used consist of the instructor's guide, and participant materials of exercises, worksheets and evaluation forms. Assistance in setting up local programs can be arranged through Northwest Regional Laboratory and its Regional Training Representatives under the Improving Teaching Competencies Program.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Based on research by Dr. Hilda Taba at San Francisco State College. Program is available from developer. Can be utilized in a variety of ways from nine days of four to five hours of instruction to fourteen two and a half hour sessions.

COST

Instructor's Guide, $15; participant materials, $10.50 a set.

CONTACT

Northwest Regional Educational Laboratory
Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204

NO. 176

EDUCATIONAL MEDIA AND THE COMMUNICATIONS GENERATION

AREA: Technical Implementation Skills

USERS: Administrators, Teachers

TYPE: Film

RATIONALE FOR SELECTION

A film on the use of audiovisual materials for instructional purposes.

DESCRIPTION

This film demonstrates how modern audiovisual materials can become a central contributor to the learning process. Using an animation process, the film brings hundreds of slides to life on the screen and combines them with sequences from several outstanding films. An "interlocutor" scriptbook accompanies the presentation providing relevant commentary for discussion between individual segments. Running time: 35 minutes.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

This film is highly recommended by the American Library Association.

COST

Price, including 16mm film and two scriptbooks, is $195; one showing rental is $50.

CONTACT

'The' Film Center
915 Twelfth Street, N.W.
Washington, D.C. 20005
(202) 393-1205

NO. 177

EDUCATIONAL PROJECT MANAGEMENT INSTRUCTIONAL SYSTEM (EPMIS) MODULE 2: PROJECT MANAGEMENT BASIC PRINCIPLES

Research for Better Schools, Inc.

AREA: Planning Skills/Technical Implementation Skills/ Problem-Solving Skills

USERS: Administrators

TYPE: Self-instructional manual with optional filmstrips and synchronized cassette tapes

RATIONALE FOR SELECTION

A training package for improving the skills of educational project managers.

DESCRIPTION

A self-contained, self-instructional manual for improving the skills of educational project managers. Lessons cover project definition; work flow; time, resource, and cost estimation; budget preparation; project organization and start-up; the project information system; problem identification and problem-solving; decision implementation; and project termination. Available in manual form only or with accompanying filmstrips and cassette tapes. Lesson materials are individualized in terms of pace, content and process, and they can be used by individuals or groups. The entire package can be completed in 30-40 hours. Each volume of this three volume set may be purchased separately, or all three may be purchased as a set. The first volume emphasizes the planning of a project; the second volume, preparation for, operation, and termination of a project; the third, a case simulation.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

This package has been used successfully by local school districts in several states, by state education agencies, and by universities at the graduate level for project-related training. It possesses considerable flexibility in terms of learning options for users.

COST

Purchased separately, volume 1 costs $7.50; volume 2 costs $7.50; volume 3 costs $5. The complete set costs $20. Optional audiovisual materials (12 filmstrips and 12 cassette tapes) cost $60.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, Pa. 19103
(215) 561-4100

EDUCATIONAL PROJECT MANAGEMENT INSTRUCTIONAL SYSTEM (EPMIS) MODULE 1: PROJECT MANAGEMENT EXECUTIVE ORIENTATION

Research for Better Schools, Inc.

AREA: Theoretical Orientation

USERS: Administrators

TYPE: Self-instructional manual with optional filmstrips and synchronized cassette tapes.

RATIONALE FOR SELECTION

A package developed by an educational laboratory for the purpose of orienting top-level administrators to project management and its benefits for school districts.

DESCRIPTION

The Project Management Executive Orientation orients top-level administrators in a brief yet comprehensive manner to the concept of project management, its benefits for school districts, and procedures for its use in a local school district setting. The four lessons in this module define project management concepts and processes, describe what is involved in developing a project management capability in a local school or district, discuss the advantages and limitations of operating in a project management mode, and provide the participant with information sources for further exploration of project management.

The package is designed for individual or group use with discussion sessions. One hour is required to view the filmstrips and two hours are required for reading the manual.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

This is an introduction to a management approach that can help districts improve the effectiveness and efficiency of their operations. It has been field tested by the developer and used in several states.

COST

The manual costs $5; the slide tape package of four filmstrips and four cassette tapes, $20.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, Pa. 19103
(215) 561-4100

ELEMENTARY SCHOOL PUBLIC RELATIONS TOOL KIT

National Association of Elementary School Principals

LEVEL: Elementary

AREA: Communication Skills

USERS: Administrators, Teachers

TYPE: Self-study handbook with a color filmstrip and cassette narration

RATIONALE FOR SELECTION

One of the few public relations training products specifically for schools, developed by two professional associations.

DESCRIPTION

A kit of "how-to-do-it" suggestions to be used by elementary school staff in developing a public relations program. Resource package has reference tabs for topics with sample items drawn from actual public relations programs. "Bridging the Gap in Home-School Communication" is a 105-frame color filmstrip with cassette narration for staff meeting use. Filmstrip has stops which allow for discussion and planning of strategies suited to the local situation. Leader's guide is included.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Applicaton

QUALITY

A package jointly developed by the National Association of Elementary School Principals and National School Public Relations Association. Inclusion of materials from actual school public relations programs make the package quite practical.

COST

Package costs $59.

CONTACT

National Association of Elementary School Principals
1801 North Moore St.
Arlington, Va. 22209

NO. 180

ENCOUNTERTAPES FOR PERSONAL GROWTH GROUPS

Betty Berzon and Jerome Reisel

AREA: Communication Skills

USERS: Administrators, Teachers, Paraprofessionals

TYPE: Human relations session guided by taped programs

RATIONALE FOR SELECTION

A tape series for group instruction in interpersonal relationships developed at the Western Behavioral Sciences Institute, La Jolla, California.

DESCRIPTION

A series of ten audiotapes for use in "leaderless" groups dealing with interpersonal relations and communications. Not specifically related to education or schools. Tapes include periods for group members to practice exercises in communications which have been discussed. The series comes boxed with a supply of pencils and a pad for use in the sessions.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement

QUALITY

Developed at the Western Behavioral Sciences Institute. Individual tapes can be used in different sessions for flexible scheduling but tapes have an established order of progression.

COST

The kit is $119.95.

CONTACT

Instructional Dynamics Incorporated
166 E. Superior St.
Chicago, Illinois 60611

ERNSTSPIEL

Center for the Advanced Study of Educational Administration

AREA: Communication Skills

USERS: Teachers, Administrators, Paraprofessionals

TYPE: Laboratory experience

RATIONALE FOR SELECTION

A kit for developing communication skills from a major research center.

DESCRIPTION

Ernstspiel is a self-instructional kit developed by the Center for the Advanced Study of Educational Administration consisting of nine packets, each emphasizing a communication concept or skill – one-way and two-way, tacit, nonverbal, by-pass, overload and written communication, group norms, individual versus group, and processes in differentiated hierarchies. Each packet can be completed in 60 minutes or less and can be used in in-service programs, at faculty meetings, etc. The kit employs games, puzzles, and riddles as part of the learning situation. A group leader is required, but need not have special training or knowledge of the kit. Kit is available on loan from CASEA. Developers anticipate sending Ernstspiel to a commercial publisher in the near future.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A self-instructional program easy to use in a local school or district. Has been extensively field tested by CASEA and by leaders designated by the National School Development Council.

COST

Costs of a commercial kit have not been determined. Only available for field test from CASEA at present time.

CONTACT

Center for the Advanced Study of Educational Administration
University of Oregon
Eugene, Oregon 97401

NO. 182

EVALUATION WORKSHOP I: AN ORIENTATION

CTB/McGraw-Hill

AREA: Evaluation Skills

USERS: Administrators

TYPE: A group presentation with discussion and a simulation exercise

RATIONALE FOR SELECTION

A workshop developed by a research center which provides a general orientation in the uses of evaluation for decision-making.

DESCRIPTION

A workshop presenting an approach to evaluation based on a five-phase model: needs assessment, program planning, implementation evaluation, progress evaluation, outcome evaluation. Workshop is not designed as an in-depth training program. It does provide comprehensive orientation for educators working with evaluators. Includes simulation exercise. Participant group can be 30-60 persons. Publisher offers consultant services in adapting model to school district needs.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A product developed at the UCLA Center for the Study of Evaluation and field tested by Northwest Regional Educational Laboratory. Cannot be utilized at a district level without CTB/McGraw-Hill consultant or a trained and authorized local leader.

COST

Materials may only be purchased by a person authorized to conduct a workshop. To be authorized by CTB/McGraw-Hill it is necessary to complete the workshop under direction of a CTB/McGraw-Hill evaluation consultant ($65 per participant, including 2 days of instruction and all workshop materials).

CONTACT

CTB/McGraw-Hill
Del Monte Research Park
Monterey, California 93940
(408) 373-2932

EVALUATION WORKSHOP II: NEEDS ASSESSMENT

CTB/McGraw-Hill

AREA: Diagnostic Skills

USERS: Administrators, Teachers

TYPE: Exposition with group discussion, role playing and simulation activities

CONTACT

CTB/McGraw-Hill
Del Monte Research Park
Monterey, California 93940
(408) 373-2932

RATIONALE FOR SELECTION

A needs assessment workshop developed by a research center.

DESCRIPTION

A work session, designed for a group of 30-60 participants, involving individual and team work in the needs assessment of a typical school district. The workshop is not an in-depth training program in evaluation.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A product developed at the UCLA Center for the Study of Evaluation and field tested in Iowa and California schools. Only a CTB/McGraw-Hill consultant or a local leader who has previously attended a workshop and is authorized by the publisher can conduct training.

COST

Only persons authorized by CTB/McGraw-Hill may purchase materials. Authorization depends upon completion of a workshop conducted by a CTB/McGraw-Hill evaluation consultant. Cost of participation is $65 per person, including all workshop materials.

NO. 184

HANDBOOK IN DIAGNOSTIC TEACHING: A LEARNING DISABILITIES APPROACH

Phillip H. Mann and Patricia A. Suiter

LEVEL: Elementary

AREA: Diagnostic Skills/Planning Skills/Technical Implementation Skills/Evaluation Skills

USERS: Teachers

TYPE: Self-instructional handbook

RATIONALE FOR SELECTION

A teacher's handbook for assessing student needs and adapting instruction in basic skills written by two specialists in learning disabilities.

DESCRIPTION

A practical handbook to assist teachers in assessing individual student needs and disabilities and aid them in developing effective instructional approaches. Includes worksheets for diagnosing weaknesses, rating forms and testing procedures. Issued in a loose-leaf binder form. Publisher will permit 10-day free examination period.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Authors are specialists in learning disabilities. Handbook is general work targeted to the elementary level and includes material related to teaching of reading, language, handwriting and arithmetic. Format is entirely self-instructional.

COST

$19.95

CONTACT

Allyn and Bacon, Inc.
Longwood Division
470 Atlantic Avenue
Boston, Massachusetts 02210

NO. 185

HANDBOOK OF COMPREHENSIVE PLANNING IN SCHOOLS

Educational Technology Publications, Inc.

AREA: Planning Skills/Assessment Skills

USERS: Administrators, Teachers

TYPE: Self-instructional manual

RATIONALE FOR SELECTION

A handbook which prepares grade and building level staff to assess student/teacher/curriculum interactions using self-designed instruments called indicators of performance.

DESCRIPTION

This handbook prepares school and district staff to participate in curriculum planning. Users learn how to specify planning objectives and develop indicators of performance, measures which permit diagnosis of the quality of educational performance in a selected curriculum area. Performance indicator findings identify needed curriculum improvements at classroom, building, and district levels. Findings are confidential and are used solely for planning purposes.

The handbook contains three sections: Basic Skills and Concepts, Beginning Implementation, and the Project Manager's Guide. The first trains users to specify planning objectives and to develop criterion measures for assessing those objectives. The second guides staff in actually conducting an assessment of their current program. The third is directed to the individual responsible for managing the planning process.

This process is suitable for individual or group study, although a group effort is recommended. One to two weeks are required to read the materials and plan the project. It can be implemented over a period of 1-2 years.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A practical approach for districts interested in identifying curriculum improvement needs on the basis of pupil performance data that are meaningful to the district staff.

COST

$9.95

CONTACT

Educational Technology Publications, Inc.
140 Sylvan Avenue
Englewood Cliffs, N.J. 07632

HANDBOOK OF CURRICULUM DESIGN FOR INDIVIDUALIZED INSTRUCTION: A SYSTEMS APPROACH

Sidney Drumheller 1971

AREA: Planning Skills

USERS: Teachers

TYPE: A self-instructional handbook

RATIONALE FOR SELECTION

A handbook providing training in design of curriculum materials related to behavioral objectives.

DESCRIPTION

A handbook providing guidelines for the design and development of curriculum materials using "rigorously defined behavioral objectives." Covers stating objectives in terms of student behavior, identifying learning outcomes, and profiles a model of the system proposed. A glossary of references and exercises for the teacher are included. A note is appended on adapting exercises for use in an in-service workshop.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

A text from a reputable publisher in the area of educational change that is designed to be used in independent study or group workshop mode. Readily available from publisher. No evaluation data included.

COST

$8.95

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, N.J. 07632

NO. 187

HOW TO GET NEW PROGRAMS INTO ELEMENTARY SCHOOLS

Educational Technology Publications (1972)

LEVEL: Elementary

AREA: Planning Skills

USERS: Administrators

TYPE: A self-instructional handbook series

RATIONALE FOR SELECTION

A "how-to-do-it" guide for selecting and implementing curriculum innovations.

DESCRIPTION

A series of 5 volumes aimed at the elementary administrator and emphasizing a "how-to" approach to innovation. Volumes are as follows: 1. How to Install a New Curriculum, 2. Administrator's Plan Book for Curriculum Change, 3. How to Select a New Curriculum, 4. How to Use Data to Make Curriculum Installation Decisions, 5. How to Develop a Pupil-Assessment System for a New Curriculum. All the volumes except number 2 contain resource suggestions. All provide checklists and room for notes. No indexing to specific subjects in the text is provided.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

This handbook series is very practical and simplified. Would be easy to use as a workbook. The publisher and developer (the now-defunct Eastern Regional Institute for Education, Inc.) was considered reputable.

COST

Cost for the 5 volumes is $14.95.

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, N.J. 07632

NO. 188

HOW TO WRITE AND USE PERFORMANCE OBJECTIVES TO INDIVIDUALIZE INSTRUCTION

Robert E. Boston (1972)

AREA: Planning Skills

USERS: Teachers

TYPE: Self-instructional booklet series

RATIONALE FOR SELECTION

A self-instructional series on writing performance objectives by an educator.

DESCRIPTION

A series of 4 booklets to teach educators to define educational outcomes, to develop skills for writing performance objectives, to design programs and evaluations related to desired outcomes. Booklets are (1) How to Analyze Performance Outcomes, (2) How to Write Performance Objectives, (3) How to Classify a Performance Objective, and (4) How to Develop Performance Instructional Activities and Evaluations. Booklets are illustrated and contain exercises and case problems for practical application of procedures learned. Volume 4 includes a posttest.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Robert E. Boston is an assistant superintendent of instruction for a Michigan school district. Booklets can be used individually although skills are interrelated. Series permits self-paced learning.

COST

Cost of the series is $9.95.

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, N.J. 07632

HUMAN RELATIONS KIT

Economic Development Operations, Thiokol Chemical Corporation (McGraw-Hill)

AREA: Communication Skills/Problem-Solving Skills/Goal Setting

USERS: Administrators, Teachers

TYPE: Small group activity using role playing, simulation, problem-solving and evaluation exercises

RATIONALE FOR SELECTION

Training package for interpersonal relations developed by business firm for general staff development use.

DESCRIPTION

A program for interpersonal relations developed by the Thiokol Chemical Corporation for its own employees. Consists of 22 scheduled sessions (longest is 180 minutes) with a single instructor. Instructor must be receptive to helping others, but needs no special training. Group may contain up to 20 participants. Complete instructions and all equipment except a filmstrip projector and a tape recorder are included in kit. Materials include an overview manual, 2 instructor's books, procedural guidelines, 20 student workbooks, 4 sets of simulated materials, 8 tape cassettes, and a filmstrip. Requires large room which can be darkened for film near a hallway or adjoining room. Room must be furnished with chairs, 4 tables, chalkboard, projector and tape recorder.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Program is not specifically adapted for school personnel. Has been developed and used by Thiokol Corporation in its staff development program. Does not require leader or participants with expertise or special background.

COST

Cost of kit is $195.

CONTACT

McGraw-Hill Publishing Company
Princeton Road
Box 404
Hightstown, N.J. 08520
(212) 997-1221

INDIVIDUALLY GUIDED EDUCATION AND THE MULTIUNIT ELEMENTARY SCHOOL (IGE/MUS-E)

Wisconsin Research and Development Center for Cognitive Learning

AREA: Organizational Skills.

USERS: Administrators, Teachers

TYPE: Descriptive presentation with a simulation of the program's approach and some problem solving sessions

RATIONALE FOR SELECTION

An overall program for organizational change to facilitate individualized instruction developed by an educational research laboratory.

DESCRIPTION

MUS-E is a component of the IGE system designed to provide for individual student needs in terms of learning rate, style and other characteristics. Organizational and administrative design of the program allows for individual student instruction in various curriculum areas; shared decision making by administrators and instructors; open communication among students, instructors and administrators; and accountability for personnel performance, student achievement and staff development. New organizational units consist of a nongraded instruction and research unit with lead teacher, teachers, aides and an intern; an instructional improvement committee with principal and lead teachers; and a district-wide policy committee. Training requirements consist of a one-day awareness session for district administrators, three-day workshop for principals and unit leaders, one-week institute for entire building staff, plus two one-day workshops for building staff during each of the first two semesters in operation. Workshop agendas for principal, unit leaders and building staff include overview of the system, simulation of instructional programming model, identification of the problems of implementation, discussion of curriculum materials for IGE and implementation strategy. In many cases this program will require remodeled facilities and substantial time for staff training.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

IGE/MUS-E involves a serious commitment by a district and board of education to a new overall program for a school building. Organizational changes are major ones. Needs high quality of leadership for training as well as implementation. Wisconsin Research and Development Center for Cognitive Learning will assist in implementing system and training staff. Costs of consultants and their expenses as well as training materials must be borne by district. In some areas IGE-trained coordinators in schools, districts and state departments of education are available to assist with in-service training. Change may also involve an increase in unit leader's salary to compensate for increased responsibility and hiring of additional aides. System is in operation in schools in 32 states, 7 foreign countries and has been extensively described and studied.

CONTACT

Wisconsin Research and Development Center for Cognitive Learning
University of Wisconsin, Madison
1025 West Johnson St.
Madison, Wisconsin 53706
(608) 262-4901

NO. 191

INDIVIDUALLY GUIDED MOTIVATION

Wisconsin Research and Development
Center for Cognitive Learning

LEVEL: Elementary

AREA: Theoretical Orientation/Diagnostic Skills/ Planning Skills/Motivation Skills

USERS: Teachers, Paraprofessionals

TYPE: Self-instructional material and audiovisual presentation

RATIONALE FOR SELECTION

A motivation program designed for use by teachers, paraprofessionals and student tutors developed by a university-based research center.

DESCRIPTION

A system calling for school-wide definition of motivation objectives for children. Objectives are then defined for smaller groups and each child's motivation level is assessed with regard to those objectives. Motivation program planned is based on each child's needs, using one or several of the following procedures: adult-child conferences to encourage independent reading, teacher-child conferences for goal setting, guiding older children in tutoring younger ones, guiding children toward self-directed prosocial behavior. In-service materials available from the developer include the textbook Individually Guided Motivation with an overview and description of motivational/instructional procedures and checklists of objectives, planning guides, guidelines for specific procedures and teacher's exercises. A set of five sound/color films covers each of the five chapters of the text. An In-service Implementation Manual for Individually Guided Motivation is available for the in-service coordinator. Wisconsin Research and Development Center also produces books for teacher aides and student tutors involved in IGM--A Guide for Adult-Child Reading Conferences and Tutoring Can Be Fun. The developer also holds IGM workshops. Workshops to train users of IGM are held at a variety of locations.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A motivation program designed to be part of the Individually Guided Education system but useable in non-IGE schools. Requires a school-wide effort to implement motivation objectives and the assistance of teacher aides and older children as tutors. In-service training can be accomplished through a number of types of materials. Materials are available for the training of paraprofessionals and tutors involved in the system.

COST

Individually Guided Motivation, $2; five sound/color films, available for rent at $3 a day plus $5 handling cost per film or for sale at $85 per film, $350 per set; In-Service Implementation Manual for Individually Guided Motivation, $1; A Guide for Adult-Child Reading Conferences, $1; Tutoring Can Be Fun, $1.75; workshop registration fee, $50.

CONTACT

Wisconsin Research and Development Center for
Cognitive Learning
1025 West Johnson St.
Madison, Wisconsin 53706

INTERACTION ANALYSIS

Northwest Regional Educational Laboratory

AREA: Diagnostic Skills

USERS: Administrators, Teachers

TYPE: Audiovisual presentation with group discussion

RATIONALE FOR SELECTION

A training program for obtaining data on classroom behavior based on the research of Ned Flanders and produced by an educational laboratory.

DESCRIPTION

A training program in making judgements to improve instruction. Materials include a trainer's manual and a variety of audiovisual materials. Involves 30 hours of instruction which can be divided into 18 units for flexible scheduling. Maximum number of participants is 30. A qualified instructor is needed.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement

QUALITY

Based on Ned Flanders' research on pupil-teacher interaction and analysis techniques developed by educators. Field tested in 70 workshops. Requires a qualified instructor and no more than 30 participants in a group. Equipment for audiovisual materials is necessary. Filmstrip and text must be ordered separately from different distributors.

COST

Costs include $4 for trainer's manual, $2.50 per set of participant materials, $12.90 per set of instructional transparencies, $8.20 for a seven-episode training tape, $20 for a filmstrip with audiotape, and $20 for the book Interaction Analysis: Theory, Research and Application.

CONTACT

Northwest Regional Educational Laboratory
(Developer)
500 Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204

INTERPERSONAL COMMUNICATIONS

Northwest Regional Educational Laboratory

AREA: Communication Skills

USERS: Administrators, Teachers

TYPE: Audiovisual presentation with group discussion

RATIONALE FOR SELECTION

A widely tested communication skills program by an educational laboratory.

DESCRIPTION

A training program to improve interpersonal communication skills including effective school building communication patterns. Requires 30 hours to complete. Composed of 20 units of 90 minutes each. Maximum number of participants is thirty. Leader needs familiarity with materials and design of program. Materials consist of a leader's manual, participant materials, and audiovisual instructional materials (nine 16mm films and an audiotape) which present situations and techniques.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Has been widely field tested by the developer, Northwest Regional Educational Laboratory, in conjunction with other highly reputable organizations, including the National Education Association and the Teacher Corps. Developer can provide assistance in setting up local programs through its Improving Teaching Competencies Program and its regional training representatives. Permits flexibility of scheduling.

COST

Costs are $15 for leader's manual, $11 per set of participant materials, and $175 per set of audiovisual materials.

CONTACT

XICOM, INC, (Distributor)
RFD 1, Sterling Forest
Tuxedo, N.Y. 10987

Northwest Regional Educational Laboratory
(Developer)
500 Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204

INTRODUCTION TO INSTRUCTIONAL TECHNOLOGY

General Programmed Teaching

AREA: Technical Implementation Skills

USERS: Administrators, Teachers

TYPE: Audiovisual presentation

RATIONALE FOR SELECTION

An audiovisual presentation of the principles of instructional technology.

DESCRIPTION

A filmstrip with cassette which provides an introduction to instructional technology. Focuses on the following topics: exploring objectives, interactive instruction and validation and their roles in instructional design. This program is similar to Unit 1 of the Designing Effective Instruction kit produced by the same company. Length of presentation is approximately 15 minutes.

RECOMMENDED USAGE

Awareness

QUALITY

A useful introduction to instructional technology by a producer specializing in teacher training products.

COST

$24.95

CONTACT

General Programmed Teaching
Quail Hill
San Rafael, California 94903
(415) 472-3100

LIKERT SCHOOL PROFILE

AREA: Diagnostic Skills

USERS: Administrators

TYPE: Intervention, Consultation

RATIONALE FOR SELECTION

A data measurement instrument on human organization.

DESCRIPTION

The Likert School Profile questionnaires are designed for obtaining accurate, objective information about the human organization within a public school system. The questionnaires are available for purchase only as part of an overall data measurement service furnished by Rensis Likert Associates. A client school system obtains computer printouts tailored to its specific needs. The basic data service includes the necessary questionnaire materials and guidelines for survey administration, to be followed by data printouts of item-by-item scoring. Rensis Likert Associates will analyze the profile survey data and determine its major findings. They will also assist a school district with on-site planning and implementation of organizational change strategies to improve the overall effectiveness of school district operations. Such consultation is not recommended unless the school leadership is committed to an organizational effort extending over a period of two or more years.

RECOMMENDED USAGE

Assessment for Performance Improvement
Clarification of Values

QUALITY

The Profile is recognized nationally as a valuable tool for improving staff performance.

COST

Costs vary according to services required, the size of the district, and the period of time involved.

CONTACT

Rensis Likert Associates, Inc.
630 City Center Building
Ann Arbor, Michigan 48108
(313) 769-1980

MANAGEMENT BY OBJECTIVES

Paul S. Amidon & Associates, Inc.

AREA: Theoretical Orientation/Planning Skills

USERS: Administrators

TYPE: Presentation with audiovisual materials and self-instructional text

RATIONALE FOR SELECTION

A packaged presentation of management by objectives for administrators.

DESCRIPTION

A package containing 5 filmstrips, and cassette tapes and 20 copies of a basic booklet defining a five-step process for implementing a management approach in which measurable objectives provide a focus for accountability. First is an overview; second is concerned with goal setting; third discusses establishing objectives; fourth examines assessment, program development, and evaluation; and fifth describes staff appraisal procedures. This program is designed for school executives and school board members.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

The approach presented here is one of increasing use. Authors of the program are practicing educational administrators.

COST

The complete package is $95.

CONTACT

Paul S. Amidon & Associates, Inc.
4329 Nicollet Avenue, South
Minneapolis, Minnesota 55409
(612) 827-2901

PRENTICE-HALL TEACHER COMPETENCY DEVELOPMENT SYSTEM

Prentice-Hall, Inc.

AREA: Diagnostic Skills/Planning Skills/Technical Implementation Skills/Evaluation Skills

USERS: Teachers

TYPE: Self-instructional materials

RATIONALE FOR SELECTION

A system for developing teacher competencies in many areas by two well-known educators and a major educational publisher.

DESCRIPTION

A system composed of 26 self-instructional modules in booklet form aimed at the improvement of individual teacher competencies. Package includes a diagnostic pretest, a personal profile sheet for identifying areas for development, and a comprehensive mastery test, as well as a copy of the text Systematic Instruction by Popham and Baker and an administrator's guidebook.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Developers – James Popham and Eva L. Baker – are well-known educators at the University of California at Los Angeles. System can be used with complementary sound filmstrip from Vimcet Associates (information available through Prentice-Hall). No special scheduling or location required. System has been field tested.

COST

Cost of entire system is $199.95. Twelve copies of each module booklet are included. Free subscription to Educational Exchange, the quarterly newsletter of the Teacher Competency Development System, is also included with purchase. Publisher allows free 60-day trial of system.

CONTACT

Prentice-Hall, Inc.
Teacher Competency Development System
P.O. Box 132
West Nyack, N.Y. 10994

THE PROBLEM SOLVING SCHOOL PROGRAM

I/D/E/A Kettering

LEVEL: Elementary

AREA: Problem-Solving Skills

USERS: Administrators, Teachers

TYPE: Independent study and group problem-solving sessions with some audiovisual presentations

RATIONALE FOR SELECTION

A problem-solving kit for both school and individual problems developed by a research institute.

DESCRIPTION

A program for elementary schools to help principal and teachers define problems, search for answers, and make decisions. One part deals with problems faced by individual teachers; the other deals with problems involving entire schools. School Kits include a teacher's guide, a principal's guide, assignment sheets for developing problem-solving skills in large and small-group meetings, guidelines for planning and organizing meetings, identifying problems, searching for answers, implementing and evaluating alternatives, and some audiovisual materials. Teacher's Kits contain a teacher's guide and 5 booklets to assist in learning or reviewing useful skills. I/D/E/A will lend without charge an overview filmstrip and tape of the program to those interested in it.

RECOMMENDED USAGE

- Awareness
- General Orientation
- Practice and Application
- Assessment for Performance Improvement
- Clarification of Values

QUALITY

I/D/E/A products are based on the institute's research and development activities. Costs of this program are very minimal. Does not require special scheduling.

COST

School Kits, $27; Teacher's Kits, $2.75 each.

CONTACT

I/D/E/A
P.O. Box 446
Melbourne, Fla. 32901
(305) 723-0211

NO. 199

PROGRAM FOR LEARNING IN ACCORDANCE WITH NEEDS (PLAN)

Westinghouse Learning Corporation

AREA: Theoretical Orientation/Diagnostic Skills/Technical Implementation Skills/Organizational Skills/Problem-Solving Skills/Evaluation Skills

USERS: Administrators, Teachers

TYPE: Utilizes a variety of techniques such as simulation, role playing, videotaped demonstrations, descriptive presentations and peer exchange

RATIONALE FOR SELECTION

An example of a school-wide instructional system ready for purchase and complete installation which includes teacher and administrator training workshops.

DESCRIPTION

PLAN is a complete educational system with a computerized management system available for installation in elementary and secondary schools. Its basis is individualized instruction for children with the instruction broken down into objectives-each correlated with a Teaching-Learning Unit. When PLAN is to be adopted in a school, PLAN representatives (as a part of the base price for the system) provide a 10-day workshop for administrators covering necessary building and staff organization, orientation to the use of the computerized monitoring and backup system, support techniques for use with teachers, and familiarity with PLAN instructional and teacher workshop materials. Provision is made for at least a five day teacher workshop utilizing simulated PLAN classrooms for orientation to the materials used and the computerized management system. PLAN consultants are available to assist administrators with implementation problems after the initial workshop training.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A comprehensive system which necessitates extensive changes and training of teachers and administrators. PLAN is being used in a large number of schools presently and has been extensively tested by the developers. Westinghouse Learning Corporation is the producer of PLAN materials which are updated annually. Consultants are available for schools involved in adopting this approach.

COST

Base price for the PLAN system is $42 per student, which includes documents for orientation and placement and specially developed curriculum materials, directions, tests and guides. (Instructional support materials would be an extra expense for those schools which have none.) Cost of in-service training is included in the base price of the system once adopted.

CONTACT

Westinghouse Learning Corporation
PLAN
770 Lucerne Drive
Sunnyvale, California 94086

PROJECT SHARE: A PROPOSAL FOR IMPLEMENTING A HUMANISTIC MANAGEMENT SYSTEM IN LOCAL SCHOOL DISTRICTS

Center for Improved Education, Battelle Memorial Institute

AREA: All Areas

USERS: Administrators, Teachers

TYPE: Workshops for involved staff plus consultant advice

RATIONALE FOR SELECTION

A comprehensive management system developed and monitored by a nonprofit consultant center with provision for training of staff in necessary techniques and processes.

DESCRIPTION

Project SHARE is a 3-year program involving a 12-step process for redesigning the management system of participating school districts. The process is intended to help the district (1) to organize and involve a planning team, (2) to develop systemwide objectives, (3) to assess needs and establish priorities, (4) to estimate revenues, (5) to establish a program structure, (6) to analyze programs systematically, (7) to develop program budgets, (8) to allocate resources, (9) to prepare plans for operation, (10) to develop an information system, (11) to implement the plans, (12) to evaluate and revise programs. School districts electing to join the program will work with consultants from the staff of the Center for Improved Education. Each participating district will have a staff member as its project director. A plan of action has been developed, with local district and Center staff responsibilities for each step designated over the three-year period. Workshops are projected for each step to train local staff in the necessary procedures (e.g., Resource Allocation, Developing Systemwide Objectives).

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A comprehensive and very expensive program for change which may be of interest to some districts. Participating districts will receive personalized attention from consultants at the Center for Improved Education. The Center anticipates mutual gains as a result of the pooling of experience and resources.

COST

Costs of participation in the project by a district are now projected at a minimum of $25,000 a year over a three year period and include the time of the project staff, and other miscellaneous costs. Staff members will communicate in face-to-face meetings and by telephone.

CONTACT

Center for Improved Education
Battelle Memorial Institute
505 King Avenue
Columbus, Ohio 43201

PUPIL-PERCEIVED NEEDS ASSESSMENT PACKAGE

Research for Better Schools, Inc.

AREA: Assessment Skills

USERS: Administrators, Teachers

TYPE: Self-instructional manual with introductory tape cassette

RATIONALE FOR SELECTION

A self-instructional package for training school and district personnel in pupil assessment procedures developed by an educational laboratory.

DESCRIPTION

A self-instructional package, designed for use by a small group of school personnel, which provides systematic procedures for assessing student perceptions of the educational environment as a whole as well as specific curriculum programs. The first unit enables a single individual to plan a pupil assessment project. Other units prepare users to develop an assessment instrument; administer it to pupils; process the information collected; and analyze and report the findings. There is also a supplement on sampling. The package uses exercises and examples to reinforce participants' understanding of concepts presented. To read the materials and plan the assessment project, 8-19 hours are required. Estimated implementation time varies from one to ten months, depending on local situation and application. The package is appropriate for use at classroom, school, or district level.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Package emphasizes a pupil-oriented approach to needs assessment. It can be used at the convenience of project participants. No special instructor required.

COST

Cost is $25 per package.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, Pa. 19103
(215) 561-4100

RELEVANT EDUCATION APPLICATIONS OF COMPUTER TECHNOLOGY (REACT)

Northwest Regional Educational Laboratory

AREA: Technical Implementation Skills

USERS: Administrators, Teachers

TYPE: Workshop with exposition and demonstration of use of a computer

RATIONALE FOR SELECTION

A series of courses on computer technology for educational needs developed by a research laboratory.

DESCRIPTION

A series of three courses on educational applications of computers. Course I is a general survey for teachers and administrators. The second course, for teachers, considers computerized curriculum resources for Social Studies, English, Business, Sciences and Mathematics. The third course, for administrators, examines application of computerized data processing to administrative needs. Computer programs used are written in BASIC and require a computer – preferably one with a teletype terminal – with a compiler for that language. Maximum number of participants for Course I is 24, for Courses II and III is 16. Instructor must be familiar with computer technology and will have to perform practice run of programs used in package before teaching course.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

Course is best taught using an interactive computer terminal. For Course II it is not necessary to use programs for all subject areas available.

COST

Course I materials cost $20.50; Course II, $18.60; and Course III, $18.55. Cost of computer time not included in price of materials.

CONTACT

Northwest Regional Educational Laboratory
Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204
(503) 224-3650

RESEARCH UTILIZING PROBLEM SOLVING (RUPS)

Northwest Regional Educational Laboratory

AREA: Diagnostic Skills

USERS: Administrators, Teachers

TYPE: Group diagnostic and problem-solving sessions using simulated problem situations

RATIONALE FOR SELECTION

A training program in problem-solving with separate versions for teachers and administrators developed by a research laboratory specializing in educational management.

DESCRIPTION

A training program in two versions. The classroom version, aimed at teachers, develops skills in identifying and diagnosing classroom problems; the school building version, aimed at administrators, develops skills for increasing communication and teamwork with faculty. Group of participants must be a multiple of six. Leader need not be expert in RUPS technique. Involves about 34 hours of instruction which can be adapted to a variety of schedules. Last six hours are devoted to two follow-up sessions, the first of which is conducted six weeks after initial training.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

This program involves an extended time period, since the two follow-up sessions are to be scheduled 6 weeks apart. Costs per participant are relatively high. A tape recorder and moveable furniture are necessary. Developer will provide assistance in setting up a training program through the Improving Teaching Competencies Program and Northwest Laboratory's Regional Training Representatives.

COST

For the classroom version, the costs are $8.50 for the leader's guide, $3.50 for the audiotape, $2.95 per participant for the text and $6.25 per participant for materials. For the administrator's version, the costs are $8.75 for the leader's guide, $3.45 for the audiotape, and for each participant, $6.15 for materials and $6.95 for the text.

CONTACT

Northwest Regional Educational Laboratory
(Developer)
500 Lindsay Building
710 S.W. Second Avenue
Portland, Oregon 97204

Commercial Educational Distributing Services
(Distributor)
P.O. Box 3711
Portland, Oregon 97208

SEX STEREOTYPING IN SCHOOLS

Stanford Center for Research and Development
in Teaching, and Far West Laboratory for
Educational Research and Development

AREA: Theoretical Orientation/Communication Skills

USERS: Teachers

TYPE: Film presentation with group discussion

CONTACT

Extension Media Center
University of California, Berkeley
Berkeley, California 94720

RATIONALE FOR SELECTION

A set of Protocol materials on sex stereotyping produced by two educational research agencies.

DESCRIPTION

A package consisting of three films and a handbook designed to present examples of sex role stereotyping in schools. Films are based on events observed by or reported to the project staff and are intended to provoke discussion. "Hey! What About Us?" shows sex stereotyping in physical activities; "I Is For Important" shows stereotyping in social experiences and emotional expression; "Anything They Want to Be" shows stereotyping in intellectual activities and career plans. Handbook contains transcripts of films, an introduction to research on sex differences and to the issue of sex role stereotyping, resources on the topic, a bibliography, and suggestions for using films. Available for rental or purchase.

RECOMMENDED USAGE

Awareness

QUALITY

Provides awareness and orientation to a timely educational topic. Produced under a Protocol materials grant from the Office of Education by a development laboratory and a research center.

SHADY ACRES IN-BASKET

National Association of Elementary School Principals

LEVEL: Elementary

AREA: Planning Skills/Evaluation Skills/Problem-Solving Skills/Communication Sills

USERS: Administrators

TYPE: Simulation for a group with group discussion

RATIONALE FOR SELECTION

A simulation for administrative decision making, developed by a major professional association.

DESCRIPTION

A simulation kit for 20 participants and one discussion leader containing materials based on actual situations confronting administrators. Designed to increase participant insight into the decision making process and understanding of factors influencing decisions. Topics include in-service education and ability grouping. Administrative procedures utilized are planning, evaluating, organizing, coordinating and delegating. Sets of materials for individual users are available.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement

QUALITY

A simulation developed by the National Association of Elementary School Principals which can be utilized in a variety of settings — in-service programs, workshops for administrators, faculty meetings and/or independent study.

COST

Kit costs $25.

CONTACT

National Association of Elementary School Principals
1201 Sixteenth St., N.W.
Washington, D.C. 20036
(202) 528-5627

STUDENT LEADERSHIP: GUIDELINES FOR DEVELOPING PROGRAMS IN DISTRESSED LOW-INCOME ELEMENTARY SCHOOLS

Joanne Rand Whitmore

LEVEL: Elementary

AREA: Planning Skills/Communication Skills/ Motivation Skills

USERS: Administrators, Teachers

TYPE: Self-study manual

RATIONALE FOR SELECTION

Guidelines for a program to develop student leadership based on research and field testing.

DESCRIPTION

A manual containing step-by-step guidelines for a student leadership program to encourage elementary students to undertake responsibility for a productive school climate. A final section includes samples of materials and description of the pilot test program in which natural leaders (both "positive" and "disruptive") were identified to participate in a leadership council for organizing activities to change student attitudes and behaviors.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Author has tested ideas in an appropriate school situation for a year. Program is suitable for use in all types of schools for children in grades 3 to 8. Also available from ERIC as ED 083-348.

COST

$3

CONTACT

Stanford Center for Research and Development in Teaching
Box R
Stanford University
Stanford, California 94305

NO. 207

THE SUBSTITUTE TEACHER – AN IDEA EXCHANGE

General Programmed Teaching

AREA: Technical Implementation Skills

USERS: Teachers

TYPE: Group discussion with audiovisual presentation

RATIONALE FOR SELECTION

A multimedia program for substitute teachers produced by a commercial publisher.

DESCRIPTION

An audiovisual workshop for the training of substitute teachers. Consists of three units: Plans and Preparations, Classroom Management, Attitudes and Alternatives. Unit materials are cassette tapes, filmstrips and monitor's manual. Discussion periods are provided. Units may be used individually or as a set. Mode of presentation is adaptable to local school situation. Emphasis is on the one-day assignment substitute, problems he may encounter, and the techniques that may be effective in resolving those problems.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

A program in an area that is often overlooked and for which little material exists. A general program that is adaptable to local conditions and requires no special expertise on the part of monitor or participants.

COST

Units are sold separately for $50 each or as a set for $135.

CONTACT

General Programmed Teaching
Quail Hill
San Rafael, California 94903
(415) 472-3100

NO. 208

SYSTEMS APPROACH TO LESSON PLANNING

Southwestern Cooperative Educational Laboratory

AREA: Planning Skills

USERS: Teachers

TYPE: Group presentation with use of slides, tapes and workbooks

RATIONALE FOR SELECTION

A packaged presentation in lesson planning.

DESCRIPTION

A four-hour presentation which trains teachers in systematic lesson planning and making adjustments based on feedback through utilization of a record keeping system called the teaching system matrix. A pre-test determines participant's entry level skills. Instructor requires minimal orientation by a laboratory consultant.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A practical package for training in lesson planning techniques.

COST

Package is $199.00. Cost of SWCEL consultant is additional. Expense of consultant, especially for locations distant from Albuquerque, may significantly increase cost.

CONTACT

Southwestern Cooperative Educational Laboratory
229A Truman, N.E.
Albuquerque, N.M.
(505) 268-3348

TEACHER AIDE WORKSHOP

General Programmed Teaching

AREA: Theoretical Orientation/Technical Implementation Skills

USERS: Teachers, Paraprofessionals

TYPE: Group discussion with audiovisual presentation

RATIONALE FOR SELECTION

One of the few commercially available programs aimed at training of teacher aides.

DESCRIPTION

A program consisting of three units to be used for the in-service training of teacher aides. Units are suitable for both elementary and secondary level training. Each contains a cassette tape, a filmstrip and a monitor's manual. Units include behavioral objectives and evaluative criteria. Monitor need not be specially trained. Unit 1 provides an overview of the classroom situation and the duties of an aide. Unit 2 is for teachers and describes how aides can best be utilized. Unit 3 is designed as a joint program for teachers and aides, and offers opportunities for discussion of the individual needs of students. Number of participants is not limited.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

Produced by a publisher specializing in multimedia materials for pre- and in-service teacher training. No special expertise required of monitor or participants. A general orientation program.

COST

Units may be purchased separately for $50 each or as a set for $135.

CONTACT

General Programmed Teaching
Quail Hill
San Rafael, California 94903
(415) 472-3100

NO. 210

TEACHING PROBLEMS LABORATORY

Donald R. Cruickshank et al.

AREA: Problem-Solving Skills

USERS: Teachers

TYPE: Simulation

RATIONALE FOR SELECTION

A classroom simulation for training and practice in decision making.

DESCRIPTION

The simulation of a fifth-grade classroom including thirty-one critical teaching incidents for practice in decision making by teachers. Components are an institutional unit and participant's unit. Institutional unit consists of 11 color/sound films, 2 filmstrips, 1 long-playing record, 1 set of role-play cards, 1 simulation director's guide, spirit masters and a sample participant's unit. Participant's unit consists of cumulative record folders, faculty handbook, curriculum handbook, audiovisual catalog, reading progress report, sociograms and participant's response book.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Incidents included in the simulation are those most troublesome for inexperienced teachers. Publisher is an important producer of teacher training materials.

COST

Institutional unit $450; participant's unit, $5.15 per set.

CONTACT

Science Research Associates, Inc.
College Division
1540 Page Mill Road
Palo Alto, California 94304

NO. 211

TEAM TEACHING MODULES

L. Jean York

AREA: Problem-Solving Skills/Evaluation Skills/Planning Skills/Technical Implementation Skills

USERS: Teachers

TYPE: Self-instructional volumes and supplementary films with role playing, problem solving exercises

RATIONALE FOR SELECTION

Modules for self-instruction in setting up, monitoring and evaluating a team teaching program, developed at a university-related research center.

DESCRIPTION

A series of seven self-instructional modules that are practically rather than theoretically oriented. Multimedia supplements are available. Topics of modules include: "The Roles of the Professional and Paraprofessional in Team Teaching" and "Materials and Resources Suggested for Team Teaching and Individualized Instruction." User manuals are included with modules. Pre-study diagnostic instruments and posttests are provided for users of modules.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Modules were developed at University of Texas, Austin under a HEW grant to develop a prototype for organizing a team teaching program.

COST

Set of 7 modules costs $24.50. Audiovisual materials are available on rental basis from Leslie Press (prices range from $15 to $2.50 a week).

CONTACT

The Leslie Press
111 Leslie Street
Dallas, Texas 75207
(214) 748-0566

INDEX

ADMINISTRATIVE AND STAFF DEVELOPMENT TRAINING PRODUCTS

This index lists training products alphabetically by title. Use the grid on the left to identify area(s) of application. Appropriate user, educational level, and type of product notations and the entry number follow the title of the product.

The following symbols indicate appropriate users:

Administrators	A
Teachers	T
Paraprofessionals	P

	Assessment Skills	Communication Skills	Diagnostic Skills	Evaluation Skills	Goal Setting	Motivation Skills	Organizational Skills	Planning Skills	Problem-Solving Skills	Technical Implementation Skills	Theoretical Orientation
Analysis for Decision Making (A) Self-instructional cassette & graphic kit, with programmed exercises & case studies, 171								●	●		
CSE Elementary School Evaluation Kit: Needs Assessment (A - Elementary) A self-instructional kit, 172			●								
Designing Effective Instruction (T) Group presentation & discussion with audiovisual materials, 173			●	●				●			
Determining Instructional Purposes (A, T) Laboratory experiences, 174								●			
Development of Higher Level Thinking Abilities (T) Group sessions using role playing, simulation & demonstrations, 175										●	●
Educational Media and the Communications Generation (A, T) Film, 176										●	
Educational Project Management Instructional System (EPMIS) Module 2: Project Management Basic Principles (A), Self-instructional manual with optional slide tape, 177								●	●	●	
Educational Project Management Instructional System (EPMIS) Module 1: Project Management Executive Orientation (A) Self-instructional manual with optional slide tape, 178											●
Elementary School Public Relations Tool Kit (A, T - Elementary) Self-study handbook with a color film-strip & cassette narration, 179		●									

Assessment Skills	Communication Skills	Diagnostic Skills	Evaluation Skills	Goal Setting	Motivation Skills	Organizational Skills	Planning Skills	Problem-Solving Skills	Technical Implementation Skills	Theoretical Orientation	
	●										Encountertapes for Personal Growth Groups (A, T, P) Human relations session guided by taped programs, 180
	●										Ernstspiel (A, T, P) Laboratory experience, 181
			●								Evaluation Workshop I: An Orientation (A) A group presentation with discussion and a simulation exercise, 182
		●									Evaluation Workshop II: Needs Assessment (A, T) Exposition with group discussion, role playing and simulation activities, 183
		●	●				●		●		Handbook in Diagnostic Teaching: A Learning Disabilities Approach (T - Elementary) Self-instructional handbook, 184
●							●				Handbook of Comprehensive Planning in Schools (A, T) Self-instructional manual, 185
							●				Handbook of Curriculum Design for Individualized Instruction: A Systems Approach (T) A self-instructional handbook, 186
							●				How to Get New Programs into Elementary Schools (A - Elementary) A self-instructional handbook series, 187
							●				How to Write and Use Performance Objectives to Individualize Instruction (T) Self-instructional text-booklet series, 188

Assessment Skills	Communication Skills	Diagnostic Skills	Evaluation Skills	Goal Setting	Motivation Skills	Organizational Skills	Planning Skills	Problem-Solving Skills	Technical Implementation Skills	Theoretical Orientation	
	●			●				●			Human Relations Kit (A, T) Small group activity using role playing, simulation, problem solving and evaluation exercises, 189
						●					Individually Guided Education and Multiunit Elementary School, The (A, T) Descriptive presentation with a simulation of the program's approach and some problem-solving sessions, 190
		●			●		●			●	Individually Guided Motivation (T, P - Elementary) Self-instructional material and audiovisual presentation, 191
		●									Interaction Analysis (A, T) Audiovisual presentation with group discussion, 192
	●										Interpersonal Communications (A, T) Audiovisual presentation with group discussion, 193
									●		Introduction to Instructional Technology (A, T) Audiovisual presentation, 194
		●									Likert School Profile (A) Intervention, consultation, 195
							●			●	Management by Objectives (A) Presentation with audio-visual materials and self-instructional text, 196
		●	●				●		●		Prentice-Hall Teacher Competency Development System (T) Self-instructional materials, 197
								●			Problem Solving School Program, The (A, T - Elementary) Independent study and group problem-solving sessions with some audiovisual presentations, 198

Assessment Skills	Communication Skills	Diagnostic Skills	Evaluation Skills	Goal Setting	Motivation Skills	Organizational Skills	Planning Skills	Problem-Solving Skills	Technical Implementation Skills	Theoretical Orientation	
		●	●			●		●	●	●	Program for Learning in Accordance with Needs (PLAN) (A, T) Utilizes a variety of techniques such as simulation, role playing, videotaped demonstrations, descriptive presentations and peer exchange, 199
●	●	●	●	●	●	●	●	●	●	●	Project Share: A Proposal for Implementing a Humanistic Management System in Local School Districts (A, T) Workshops for involved staff plus consultant advice, 200
●											Pupil-Perceived Needs Assessment Package (A, T) Self-instructional manual with introductory tape cassette, 201
									●		Relevant Education Applications of Computer Technology (REACT) (A, T) Workshop with exposition and demonstration of use of a computer, 202
		●									Research Utilizing Problem Solving (A, T) Group diagnostic and problem-solving sessions using simulated problem situations, 203
	●									●	Sex Sterotyping in Schools (T) Film presentation with group discussion, 204
	●		●				●	●			Shady Acres In-Basket (A - Elementary) Simulation for a group with group discussion, 205
	●				●		●				Student Leadership: Guidelines for Developing Programs in Distressed Low-Income Elementary Schools (A, T - Elementary) Self-study manual, 206
									●		Substitute Teacher—An Idea Exchange, The (T) Group discussion with audiovisual presentation, 207

Assessment Skills	Communication Skills	Diagnostic Skills	Evaluation Skills	Goal Setting	Motivation Skills	Organizational Skills	Planning Skills	Problem-Solving Skills	Technical Implementation Skills	Theoretical Orientation	
							●				Systems Approach to Lesson Planning (T) Group presentation with use of slides, tapes and workshops, 208
									●	●	Teacher Aide Workshop (T, P) Group discussion with audiovisual presentation, 209
								●			Teaching Problems Laboratory (T) Simulation, 210
			●				●	●	●		Team Teaching Modules (T) Self-instructional volumes and supplementary films with role playing, problem-solving exercises, 211

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Curriculum and Instruction

A Guide to Alternatives

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U. Rouk

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

EA 013 089
pt. 3

Resource Allocation

Curriculum and Instruction

A Guide to Alternatives

Resource Allocation
Entries 212 - 288

Developed by
Sharon Tumulty
Barbara Casini
Kelvie Comer

Research for Better Schools, Inc.
Robert G. Scanlon, Executive Director
April, 1976

OCT 6 1980

INTRODUCTION

OVERVIEW

Curriculum and Instruction: A Guide to Alternatives is a reference guide which school personnel can use in seeking ways to improve curriculum and instruction. The Guide includes descriptions of various sources of information, as well as selected products and methods. It is organized in four volumes. The first volume provides information on Student Learning Materials; the second, Administrative and Staff Development; the third, Resource Allocation; and the fourth volume is a master index which lists the contents of the three preceding volumes.

This is the volume on Resource Allocation. Its contents are organized in two sections: (1) Sources of Information and (2) Methods of Resource Allocation. The first section contains descriptions of various sources of information for locating new materials and approaches to resource allocation, and the second section describes specific methods of resource allocation. The sources are arranged according to type – e.g., directory, journal, organization – and the methods are arranged alphabetically by title. Each source or method has been assigned a separate entry number. The entries are listed in numerical order in the table of contents that precedes each section and alphabetically by title in the index located at the end of each section. Note: The information in this volume is current as of May, 1974.

ENTRY FORMAT

Each entry in this volume contains the following information:

(1) **Title** – Lists name of source or methods.

(2) **Rationale for Selection** – Cites reason why source or method has been included in the volume.

(3) **Description** – In the case of a source of information, discusses ways in which the source can be helpful in locating programs, materials for improving resource allocation. In the case of a specific method of resource allocation, presents detailed information about the method.

(4) **Recommended Usage** – Suggests how source or method may be employed.

(5) **Quality** – Considers the overall utility and/or value of the source or method in terms of such issues as recency, availability, ease of use, time requirements, comprehensiveness, performance effectiveness, etc.

(6) **Cost** – Lists direct purchase costs.

(7) **Contact** – Provides information which will enable users to acquire, order, or access the source or method, or obtain related materials.

An example of a typical entry format appears on the next page. The example comes from the methods section of the volume. Entries in this section also include area of application, user, and type of method notations.

NO. 261

COLLECTIVE BARGAINING GUIDE FOR SCHOOL ADMINISTRATORS

Thomas W. Hill, Cornelius P. Quinn,
Bruce D. Wood

AREA: Staffing

USERS: Administrators

TYPE: Self-instructional written materials

RATIONALE FOR SELECTION

A descriptive guide providing examples and a typical contract.

DESCRIPTION

A guide that will aid the educational administrator working on management's negotiating team and also will equip management "with the tools, tactics, and techniques it needs to successfully meet the challenge of teacher organizations at the bargaining table." Topics include a "History of Teacher Militancy," "Preparation for Negotiations," "Union Proposals," "How to Handle a Strike," and "Third Party Intervention." "Contract Language, Comments and Cautions" contains sections of typical contracts with comments on the language; examples range alphabetically from academic freedom to workmen's compensation. Requires 10-15 hours to complete and can be used as a reference.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

An up-to-date, practical guide on collective negotiations in education.

COST

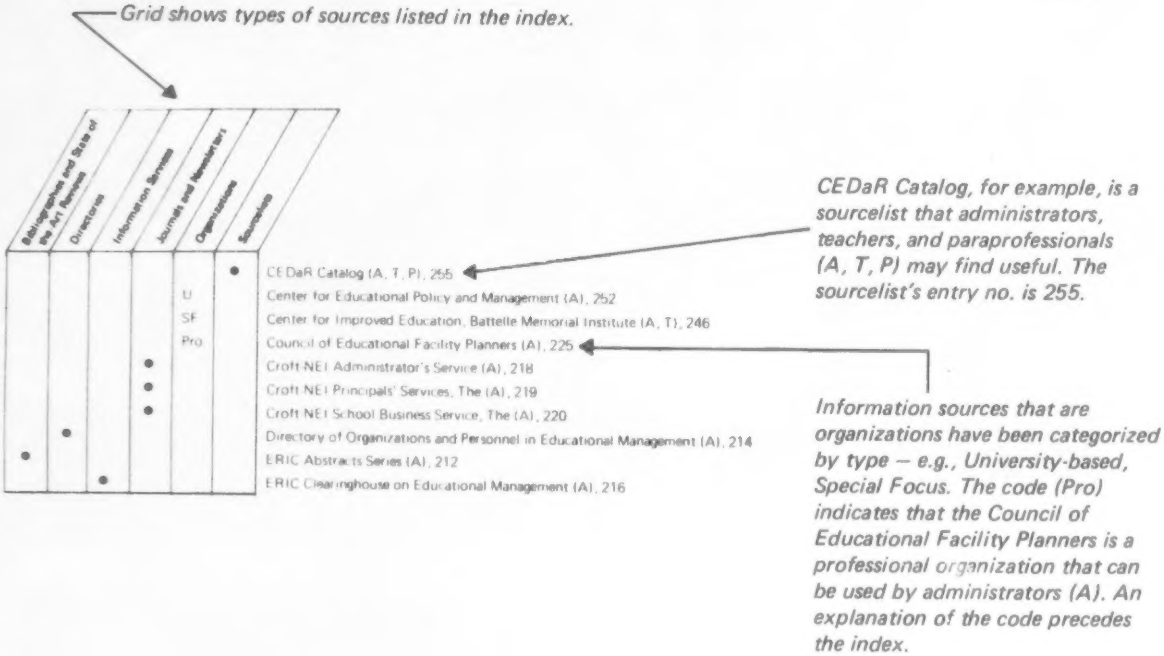
$47.50

CONTACT

The Dartnell Corporation
4660 Ravenswood Avenue
Chicago, Illinois 60640
(312) LO 1-4000

SECTION INDEX: SOURCES OF INFORMATION

This index lists sources of information alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Appropriate user and educational level notations and the entry number follow the title of the source. The grid in the index identifies the types of sources listed – e.g., directory, organization. The format of the index is illustrated below.



Grid shows types of sources listed in the index.

Bibliographies and State of the Art Reviews	Directories	Information Services	Journals and Newsletters	Organizations	Sourcelists	
					●	CEDaR Catalog (A, T, P), 255
				U		Center for Educational Policy and Management (A), 252
				SF		Center for Improved Education, Battelle Memorial Institute (A, T), 246
				Pro		Council of Educational Facility Planners (A), 225
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●						ERIC Abstracts Series (A), 212
		●				ERIC Clearinghouse on Educational Management (A), 216

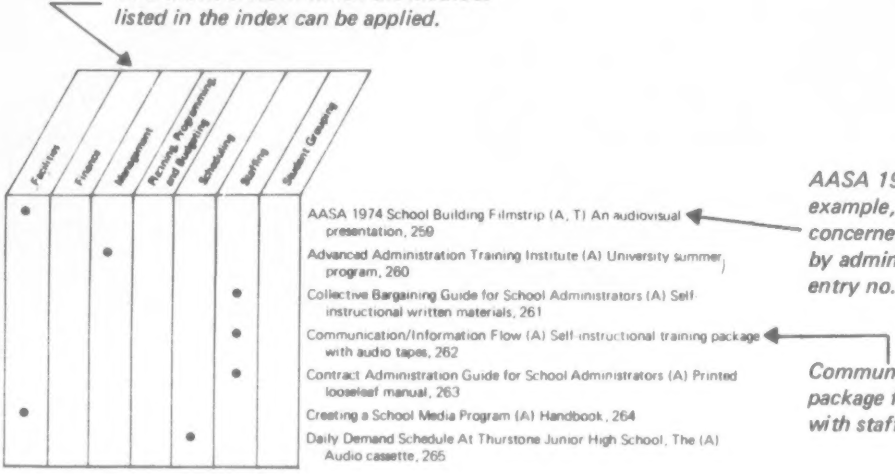
CEDaR Catalog, for example, is a sourcelist that administrators, teachers, and paraprofessionals (A, T, P) may find useful. The sourcelist's entry no. is 255.

Information sources that are organizations have been categorized by type – e.g., University-based, Special Focus. The code (Pro) indicates that the Council of Educational Facility Planners is a professional organization that can be used by administrators (A). An explanation of the code precedes the index.

SECTION INDEX: METHODS

This index lists resource allocation methods alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Appropriate user, educational level, and type of method notations and the entry number follow the title of the method. The grid in the index identifies area(s) – e.g., finance, management, staffing – in which the method can be applied. The format of the index is illustrated below.

Grid shows areas in which the methods listed in the index can be applied.



Facilities	Finance	Management	Planning, Programming and Budgeting	Scheduling	Staffing	Student Grouping	
●							AASA 1974 School Building Filmstrip (A, T) An audiovisual presentation, 259
		●					Advanced Administration Training Institute (A) University summer program, 260
					●		Collective Bargaining Guide for School Administrators (A) Self-instructional written materials, 261
					●		Communication/Information Flow (A) Self-instructional training package with audio tapes, 262
					●		Contract Administration Guide for School Administrators (A) Printed looseleaf manual, 263
●							Creating a School Media Program (A) Handbook, 264
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AASA 1974 School Building Filmstrip, for example, is an audiovisual presentation concerned with facilities that can be used by administrators and teachers (A, T). The entry no. is 259.

Communication/Information Flow is a package for administrators (A) that deals with staffing.

RESOURCE ALLOCATION
SOURCES OF INFORMATION
ENTRIES 212-258

AN ANNOTATED LISTING OF SOURCES FOR LOCATING MATERIALS AND APPROACHES FOR RESOURCE ALLOCATION

This annotated listing of information sources represents several types of sources--Bibliographies and State-of-the-Art Reviews, Journals and Newsletters, Directories, Information Services, Sourcelists, and Organizations--selected because of their practical utility for locating currently available materials and approaches for resource allocation. Entries have been grouped by type, listed alphabetically within the group, and classified according to appropriate user population--administrator, teacher and/or paraprofessional. In addition, each source has been coded to indicate how it might best be utilized.

Code	Explanation
Current Awareness	A source for maintaining current awareness of new developments in an area of interest.
Broad Survey	A source for conducting a broad general survey of a subject.
Topical Survey	A source for conducting a search on a specific topic.
Evaluative Information	A source for locating evaluative information.
Direct Contact	A source for establishing direct contact with a person, an agency, or a publisher.

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BIBLIOGRAPHIES AND STATE-OF-THE-ART REVIEWS

NO. 213

PARAPROFESSIONALS IN SCHOOLS: HOW NEW CAREERISTS BOLSTER EDUCATION

USERS: Administrators

RATIONALE FOR SELECTION

An overview of the paraprofessional movement in education, with practical guidelines and sample programs.

DESCRIPTION

A special Education U.S.A. report on paraprofessionals. Discusses recruitment and hiring, supervision, training, evaluation and planning of paraprofessional programs. Sample programs in Minneapolis, New York City, and Dade County, Florida are examined in detail in the report.

RECOMMENDED USAGE

Broad Survey
Topical Survey

QUALITY

Published in 1972, this publication is still a useful source of general information about paraprofessionals in education.

COST

Single copies are available for $4.

CONTACT

National School Public Relations Association
1201 16th Street, N.W.
Washington, D.C. 20036

ERIC ABSTRACTS SERIES

USERS: Administrators

RATIONALE FOR SELECTION

A widely available series of bibliographies on topics of special relevance to educational administrators.

DESCRIPTION

A series of bibliographies on selected topics in educational administration. Documents have been selected from ERIC's Research in Education data base. Sample topics: Planning, Programming, Budgeting Systems; Educational Planning; Human Relations in Educational Administration. Entries are document résumés which can be quickly scanned to select relevant items.

RECOMMENDED USAGE

Broad Survey

QUALITY

Series is produced by the ERIC Clearinghouse on Educational Management and the American Association of School Administrators. It is widely available in libraries. Some titles are out of print.

COST

Individual bibliographies cost $2.

CONTACT

American Association of School Administrators
National Academy for School Executives
1801 North Moore St.
Arlington, Va. 22209

DIRECTORIES

DIRECTORY OF ORGANIZATIONS AND PERSONNEL IN EDUCATIONAL MANAGEMENT

ERIC Clearinghouse on Educational
Management (1974)

USERS: Administrators

RATIONALE FOR SELECTION

A source of direct contact information about organizations involved in in-service education.

DESCRIPTION

An annual directory of individuals and organizations involved in educational management produced by ERIC/CEM. The organizations (which include laboratories, research centers, professional associations) are listed and indexed separately from personnel and would be most useful to contact. "In-service Education" is a subject index category used in the directory. Organizations are also indexed by geographical area. Information on organizations includes name, address, purpose, policy for supplying information, geographic service area, research subject area, and topics of publications.

RECOMMENDED USAGE

Direct Contact

QUALITY

A valuable means of identifying organizations involved in in-service training for purposes of direct contact, especially those in a specific area of the country. The fact that the directory indicates the organization's policy for answering inquiries makes it very useful. The clearinghouse which produces this directory is a major coordinating center for information about educational management and updates the directory annually.

CONTACT

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 94703

NO. 215

SCHOOL FINANCE REFORM: A DIRECTORY OF ORGANIZATIONS

USERS: Administrators

RATIONALE FOR SELECTION
A directory of organizations involved in school finance.

DESCRIPTION
Jointly sponsored by the Education Commission of the States, the Lawyer's Committee for Civil Rights under the Law, and the National Committee for the Support of the Public Schools, this directory profiles thirty-nine organizations involved in school finance reform. In addition to the names of organizations, their addresses, and contact persons, the directory includes information about staff size, services, publications, and research.

RECOMMENDED USAGE
Broad Survey
Topical Survey

QUALITY
This is a useful guide to organizations involved in school finance.

COST
The directory is available for $1.

CONTACT
Lawyer's Committee for Civil Rights Under Law
520 Woodward Building
733 Fifteenth Street, N.W.
Washington, D.C. 20005

INFORMATION SERVICES

NO. 217

SCHOOL MANAGEMENT INFORMATION RETRIEVAL SERVICE (SMIRS)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A computer search service for information on all topics in education.

DESCRIPTION

A cooperative effort of the Center for Educational Policy and Management (CEPM) and the Lane Intermediate Educational District. This search service is available upon written request. If the request is in the field of school management, staffing, finance, or facilities planning, then a thorough search is conducted: (1) the Lane Intermediate Educational District, whose data bank contains Research in Education, Current Index to Journals in Education, Abstracts of Instructional Materials in Vocational and Technical Education, and Abstracts of Research Materials in Vocational and Technical Education conducts a computer search; (2) CEPM publications are identified; and (3) other publications are recommended. If the request involves other topics, a computer search is conducted and referrals made to other clearinghouses and other retrieval agencies. Up to twenty descriptors can be used and up to 130 abstracts and/or bibliographical citations are returned. Turnaround time is less than two weeks.

RECOMMENDED USAGE

Topical Survey

QUALITY

An information retrieval service used regularly by administrators and teachers.

COST

The computer search costs $16; other services are free.

CONTACT

User Services Coordinator
School Management Information Retrieval Service (SMIRS)
ERIC Clearinghouse on Educational Management
Eugene, Oregon 97403
(503) 686-5043

ERIC CLEARINGHOUSE ON EDUCATIONAL MANAGEMENT (ERIC/CEM)

USERS: Administrators

RATIONALE FOR SELECTION

A valuable source for information, publications and programs relating to administrators and administration in education.

DESCRIPTION

An ERIC clearinghouse concerned with collecting and disseminating information related to educational management. Processes periodical and report literature for inclusion in the ERIC indexes and produces side products such as specialized bibliographies or state-of-the-art papers on timely topics. Publications include the ERIC Abstracts Series (in conjunction with the American Association of School Administrators) on topics relevant to in-service training of staff, evaluation, and program budgeting and cost analysis; a pamphlet series with the University Council for Educational Administration on the training of administrators; and the annual Directory of Organizations and Personnel in Educational Management. Clearinghouse will accept and respond to telephone and mail inquiries.

RECOMMENDED USAGE

Direct Contact

QUALITY

A particularly useful source to contact directly for guidance to relevant organizations and materials in an area of interest. Also a source of information about new trends in the training of administrators.

CONTACT

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
(503) 686-5043

JOURNALS AND NEWSLETTERS

CROFT-NEI PRINCIPAL'S SERVICES

USERS: Administrators

RATIONALE FOR SELECTION

A much-used current awareness service for principals.

DESCRIPTION

The Principal's Services are tailored to the needs of: elementary, middle school/junior high, and senior high administrators. Each service includes The Principal's Letter (issued twelve times a year), The Operational Briefing (twelve times a year), Action Reports, Education Summary, (twice monthly) and Teacher's Service Materials (nine issued each year). Past briefs have dealt with topics such as the following: "Understanding Instructional Objectives," "Individualizing Administration," and "The Essentials of Grouping."

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A useful source of current information for principals at all levels.

COST

Each service costs $96 per year.

CONTACT

Croft-NEI Publications
24 Rope Ferry Road
Waterford, Conn. 06385

CROFT-NEI ADMINISTRATOR'S SERVICE

USERS: Administrators

RATIONALE FOR SELECTION

A current awareness service for educational administrators.

DESCRIPTION

This service assists administrators in four major areas of management concern: student achievement, system control, use of resources, and community relations. The Leadership Action Folio supplies administrative personnel with action-oriented materials which include case studies, detailed analyses, and research findings related to specific educational problems. Folios are supplied twelve times each year and frequently include administrative reports which contain bibliographies, multimedia components, special issue booklets, sample contracts, worksheets, and comparative data. Other components of the service are Education Summary, published twice monthly, and The Federal Aid Reference Manual, issued each fall with updating bulletins as needed.

RECOMMENDED USAGE

- Current Awareness
- Broad Survey
- Topical Survey
- Evaluative Information
- Direct Contact

QUALITY

Croft-NEI Services are much used by administrators for maintaining current awareness.

COST

Annual fee for the service is $150.

CONTACT

Croft-NEI Publications
24 Rope Ferry Road
Waterford, Conn. 06385

NO. 220

CROFT-NEI SCHOOL BUSINESS SERVICE

USERS: Administrators

RATIONALE FOR SELECTION

A professional service for current school business information.

DESCRIPTION

The service provides school business managers with assistance in implementing efficient and cost-saving ideas. The service includes the following publications: (1) The Letter, a monthly issue which describes successful strategies; (2) Indepth Reports, which supply fact-finding surveys, case reports, specific cost-control procedures, and step-by-step implementation techniques monthly; (3) The Federal Aid Reference Manual; (4) Education Summary (twice monthly); (5) The Educational Secretary, which contains tips for improving office procedures (10 times a year); and (6) The Custodian's Letter (10 issues a year).

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A useful service for business managers, in terms of both general surveys and specific information.

COST

Annual fee for the service is $96.

CONTACT

Croft-NEI Publications
24 Rope Ferry Road
Waterford, Conn. 06385

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ORGANIZATIONS – PROFESSIONAL

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS (AASA)

USERS: Administrators

RATIONALE FOR SELECTION

Important national professional organization for educational administrators.

DESCRIPTION

A major professional organization for administrators with a variety of activities for orienting them to issues and assisting them in problem-solving. Holds annual convention and sells cassette tapes of important addresses. The School Administrator (published every four weeks), is the official newsletter. With the ERIC Clearinghouse on Educational Management, produces the ERIC Abstract Series of selected document résumés from the Research in Education data base on topics of importance to administrators. The new AASA Executive Handbook Series provides administrators with concise, practical resource materials on controversial issues in administration. Also produces some filmstrips on contemporary issues. In addition to the in-service program carried on by the National Academy of School Executives (q.v.), its formal in-service arm, AASA sponsors "drive-in" workshops and workshops in cooperation with other administrative organizations such as the National Association of Secondary School Principals.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A very important organization for administrators performing several useful functions. Valuable for direct contact to learn of activities that are relevant to a specific need. Also a source of current awareness in the area of administration.

COST

The School Administrator, $3.50 a year.

CONTACT

American Association of School Administrators
1801 N. Moore Street
Arlington, Va. 22209
(703) 528-0700

NO. 222

AMERICAN EDUCATIONAL RESEARCH ASSOCIATION

USERS: Administrators

RATIONALE FOR SELECTION

A national research organization of professional educators and behavioral scientists.

DESCRIPTION

AERA members are involved in the improvement, development, and application of educational research. The association maintains publications outlets for research reports; sponsors the development and publication of basic specialized reference works for educational research and development; holds an annual meeting with 400 different sessions; and recognizes professional excellence through annual awards. Publications include Educational Researcher, a monthly news and feature magazine; American Educational Research Journal, a quarterly research report including bibliographies and reviews; and the Review of Educational Research, also a quarterly review of research literature. Membership fees include membership in one or more of AERA's eight divisions: Administration, Curriculum and Objectives, Learning and Instruction, Measurement and Research Methodology, Counseling and Human Development, History and Historiography, Social Context of Education, and School Evaluation and Program Development.

RECOMMENDED USAGE

Evaluative Information

QUALITY

A key source for research information in education.

COST

Membership fee is $25.

CONTACT

American Educational Research Association
1126 Sixteenth St., N.W.
Washington, D.C. 20036
(202) 223-9485

AMERICAN LIBRARY ASSOCIATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Major national professional association for librarians, including school librarians.

DESCRIPTION

The national professional association of librarians. Activities include staff development of librarians. Holds annual conferences in summer and midwinter. The American Association of School Librarians is the division specifically concerned with educational service. (School Media Quarterly is the journal for the membership of this division.) As an organization, the ALA produces a series of audio cassettes for the in-service education of librarians, school librarians, administrators and educators in general. The series Library Management and the Measurement Approaches for Improved Decision-Making are among these. Also produces monographs relevant to staff development. ALA administers the School Library Manpower Project. Six program models in competency-based field-centered approaches to school library-media education are under development at the Chicago headquarters.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Useful as a source of current awareness of trends in the training of school librarians and the administration of school media centers. Can be contacted directly for information about specific tapes and publications.

CONTACT

American Library Association
50 E. Huron St.
Chicago Illinois 60611

ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

USERS: Administrators

RATIONALE FOR SELECTION

A professional business association devoted to the improvement of school business management practices.

DESCRIPTION

The Association of School Business Officials (ASBO) aims to improve the efficiency and effectiveness of school business management and to encourage wise expenditure of tax-payers' funds. School Business Affairs, a monthly ASBO publication, deals with all aspects of school business management. ASBO's Research Bulletin, published twice a year, contains research results emanating from reports of subcommittees. The Association holds an annual national conference and conducts workshops in response to special requests from school districts.

RECOMMENDED USAGE

Direct Contact

QUALITY

A useful organization to contact for information on the improvement of school business practices.

CONTACT

Association of School Business Officials
2424 West Lawrence Avenue
Chicago, Illinois
(312) 728-3204

COUNCIL OF EDUCATIONAL FACILITY PLANNERS

USERS: Administrators

RATIONALE FOR SELECTION

Council with an international membership concerned with current developments in educational facility planning and innovation.

DESCRIPTION

An organization of professionals concerned with planning, designing, equipping and maintaining the physical environment for education. Publications of the council include a Guide for Planning Educational Facilities, Planning for Change, the CEFP Journal, Educational Facilities Abstract Journal, and a variety of reports and specialized discussions. The council aims to serve as a clearinghouse of new ideas and information about innovative practices. The Columbus headquarters manages programs of in-service training for members, often assisting their regional affiliates in planning and publicizing workshops on specific problems of local interest. Workshops at the headquarters in Columbus usually cover broader subjects. An annual conference is always held during the first week in October in different parts of the country with lectures, seminars, and workshops featuring well known professional speakers.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Publications useful for current awareness. Contact with the council for the program of its activities for the year is highly recommended.

COST

Membership in the Council is $30 for an individual and $100 for an institution. Guide For Planning Educational Facilities, $7.50; Planning For Change, $3.50; CEFP Journal, 6 issues, $9 a year; Educational Facilities Abstract Journal, $5 a volume.

CONTACT

Council of Educational Facility Planners
29 West Woodruff Avenue
Columbus, Ohio 43210
(614) 422-1521

EDUCATIONAL RESEARCH SERVICE, INC.

USERS: Administrators

RATIONALE FOR SELECTION

An organization producing research materials for school administrators.

DESCRIPTION

Designed to meet the demands of school administrators for objective, reliable, and timely research, the Educational Research Service was established and is sponsored by: AASA, NAESP, NASSP, NSPRA, and the Council of Chief State School Officers. ERS serves as both a national source and a clearinghouse for research. Its operation is geared for quick response to requests from administrators. ERS services are also available to state and local associations of school administrators. ERS offers subscribers immediate response by phone or mail and supplies research briefs and memos and prepared packages of information.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information
Direct Contact

QUALITY

A valuable source of information on specific topics and for current awareness in administration.

COST

A graduated subscription fee adjusted to the size of the school district has been established. It ranges from $145 - $285.

CONTACT

Educational Research Service, Inc.
1815 North Fort Myer Drive
Arlington, Virginia 22209
(703) 527-5331

NO. 227

NATIONAL ACADEMY FOR SCHOOL EXECUTIVES (NASE)

USERS: Administrators

RATIONALE FOR SELECTION

An important organization sponsoring workshops and seminars for the continuing education of school administrators.

DESCRIPTION

A division of the American Association of School Administrators which is specifically concerned with the "continuing professional development of school administrators." Direct service programs include short-term and extended clinics, institutes and seminars, contractual clinics and seminars for states, regional agencies, and school districts, professional visitors and cooperative programs with other institutions. The ROLE (Role Orientation Leadership) Institutes emphasize in-service development experiences suited to particular administrative positions. NASE seminars and programs are open to any practicing educational administrator and to anyone who is involved in the preparation of administrators. The yearly information bulletin and annual report contain a calendar of NASE activities for the coming year.

RECOMMENDED USAGE

Direct Contact

QUALITY

An important and highly regarded source of training programs for administrators covering all areas of need, from general orientation to educational trends to skill development in specific techniques (such as PPBS).

COST

Costs involved vary according to location and type of program undertaken.

CONTACT

National Academy for School Executives
1800 North Moore St.
Arlington, Virginia 22209
(703) 528-7875

NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS (NAESP)

LEVEL: Elementary

USERS: Administrators

RATIONALE FOR SELECTION

The major national professional association for elementary administrators.

DESCRIPTION

An association for administrators at the elementary level. Membership includes subscriptions to National Elementary Principal, the Spectator and other periodical publications. Holds an annual national convention and subsequently produces tapes of important topical addresses. Summer workshops for elementary administrators are co-sponsored with a host university or college. NAESP provides materials and consultants. An attempt is made to survey participant needs before the workshop. Produces in-service training products for administrators such as the Shady Acres In-Basket (q.v.) and audiovisual materials and publications on topics of current interest. School Leadership Digest is a series of monthly reports on issues produced with the ERIC Clearinghouse on Educational Management.

RECOMMENDED USAGE

Direct Contact

QUALITY

One of the most active professional organizations for principals at the elementary level. Produces a variety of pertinent materials including actual training simulations, filmstrips and tapes. Schedule of workshops should also be of interest. Contact directly for information on NAESP's full range of activities.

COST

Membership $35 a year; School Leadership Digest, $24 a year.

CONTACT

National Association of Elementary School Principals
1201 Sixteenth Street, N.W.
Washington, D.C. 20036
(202) 528-5627

NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS (NASSP)

LEVEL: Secondary

USERS: Administrators

RATIONALE FOR SELECTION

An important source of publications and workshops for the secondary administrator.

DESCRIPTION

The association holds an annual convention as well as a number of smaller conferences (250-350 participants) on topics of current interest. The National Institute for Secondary School Administrators is the association's official in-service arm, offering scheduled institutes during the year on specific topics. Sample topic: "Team Approach to Staff Evaluation." The institutes present information and methods applicable at the local level. NASSP also holds institutes in conjunction with conventions of affiliated state associations which are open to nonmembers, as well as special programs for any school district that requests such service. The NASSP Bulletin (monthly, September to May) is included in the membership fee and covers the activities of the association, announces coming workshops and institutes and publications. NASSP publishes a variety of specialized newsletters and reports such as Curriculum Report and Legal Memorandum. Back issues of all publications in print are listed in a catalog together with special publications, films and filmstrips and tapes of addresses given at their annual convention. NASSP's Model Schools Program, directed by J. Lloyd Trump, experiments with innovative curricula in 30 schools and provides a continuous in-service training program in the model schools in connection with the curriculum experimentation. The association produces series of filmstrips with cassette tapes and booklets (including scripts, pictures, article and bibliography) describing innovative practices in the Model Schools Program such as "Evaluating and Reporting Pupil Progress." The Professors of Secondary School Administration and Supervision, a standing committee of the association, is currently developing a new model for pre- and in-service training of administrators.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A very active organization addressing many aspects of the secondary administrator's responsibilities. A source of valuable current awareness information obtainable through its serial publications and of specific topical information accessible through its staff development programs, publications, and audiovisual materials.

CONTACT

National Association of Secondary School Principals
1904 Association Drive
Reston, Virginia 22091
(703) 860-0200

NATIONAL AUDIO-VISUAL ASSOCIATION (NAVA)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

The national trade association of the commercial audio-visual industry.

DESCRIPTION

NAVA membership consists of dealers in audio-visual equipment and materials, film rental libraries, manufacturers of audio-visual equipment, and audio-visual professional services. Associate members include those who are interested in audio-visuals but are not commercially connected with the audio-visual industry. It sponsors a bi-weekly industry newsletter, NAVA News; the Audio-Visual Equipment Directory; information on federal programs affecting education; and other market information. Two major annual activities are a combined convention and trade show, and a sales training institute.

RECOMMENDED USAGE

Current Awareness

QUALITY

An excellent source for information on audio-visual products.

CONTACT

National Audio-Visual Association
3150 Spring Street
Fairfax, Virginia 22030
(703) 273-7200

THE NATIONAL EDUCATION ASSOCIATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

The major national professional association concerned with professional development and change.

DESCRIPTION

A nonprofit independent professional association for educators. Various divisions of NEA concentrate on different aspects of education. Some are concerned with training programs for their membership group. NEA's Information Center on Instruction and Professional Development is a source of bibliographies and other publications for staff development. The association's journal, Today's Education, often contains articles on the training of both administrators and staff and announces conferences and workshops sponsored by the association. The NEA publications catalog lists the miscellaneous papers, bibliographies, and tapes that the association distributes for administrative and staff development.

RECOMMENDED USAGE

Direct Contact

QUALITY

The NEA as an association is probably most valuable to an educator seeking staff development information through personal contacts at its meetings and conferences. The publications of the main body and its related divisions provide faster and more specific assistance for well-defined training program needs.

CONTACT

National Education Association
1201 Sixteenth St., N.W.
Washington, D.C. 20036
(202) 833-4000

NO. 232

NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION

USERS: Administrators

RATIONALE FOR SELECTION

An independent organization which publishes topical updates and reports on key educational issues and events.

DESCRIPTION

In cooperation with the American Association of School Administrators, the American Association of School Librarians, the Association for Supervision and Curriculum Development, the Association of School Business Officials, the Council of Chief State School Officers, the National Association of Elementary School Principals, and the National Association of Secondary School Principals, the National School Public Relations Association publishes a weekly newsletter, Education U.S.A. News items and features are written by the editors of Education U.S.A. and by correspondents in the 50 states. The "Washington Monitor" section of Education U.S.A. is a current report on the activities of the U.S. Office of Education, Capitol Hill, and other federal agencies making decisions which affect education. Published weekly, September through May, and twice in the summer. Special reports are prepared when the editors decide a new development in education is important enough to be covered in detail. Past special reports have included: (1) PPBS and the School: New System Promotes Efficiency, Accountability, (2) Paraprofessionals in Schools: How New Careerists Bolster Education, and (3) Differentiated Staffing in Schools.

RECOMMENDED USAGE

Current Awareness
Broad Survey

QUALITY

A source of information on a wide range of current developments in education.

COST

Education U.S.A. subscriptions are $21 a year; Special reports are available for $4 a copy.

CONTACT

National School Public Relations Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

UNIVERSITY COUNCIL FOR EDUCATIONAL ADMINISTRATION (UCEA)

USERS: Administrators

RATIONALE FOR SELECTION

Major organization concerned with the professional preparation of educational administrators and a source of literature and actual training materials for the same purpose.

DESCRIPTION

A private, nonprofit council composed of major universities in the U.S. and Canada which offer courses in administration. Primary concern of the council is with professional preparation, both pre-service and in-service. Produces and distributes the ERIC/UCEA monograph series on administrator preparation, and other texts, the journal Educational Administration Quarterly, Educational Administration Abstracts, as well as written, audiotaped and filmed case materials, lectures and simulations. Institutes and workshops are organized for the use of the simulations. The UCEA Instructional Materials Catalog is a yearly listing of the publications, case materials, and simulations available from the council. Members of UCEA receive a discount for the purchase of materials.

RECOMMENDED USAGE

Publications:
- Current Awareness
- Topical Survey

Instructional Materials:
- Direct Contact

QUALITY

A key organization for administrative development materials and publications. Can be contacted directly to ascertain materials available to fit a specific need. UCEA member institutions are among the major universities concentrating on the education of administrators in the U.S. and Canada.

CONTACT

University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210

ORGANIZATIONS – PUBLISHERS

NO. 234

BNA COMMUNICATIONS, INC.

USERS: Administrators

RATIONALE FOR SELECTION

A source of general training films and visual aids relating to management.

DESCRIPTION

The Bureau of National Affairs is a major source of training films and audiovisual materials for management. Their products are produced with the advice and participation of leading behavioral scientists such as Peter Drucker. Film series available on subjects such as Effective Communication and Management by Objectives. Products can be rented or purchased. Most films come with a leader's guide. The bureau also conducts public and in-house management seminars. The BNA Communications, Inc. Film Catalog lists the products available. The catalog has a table of contents and a subject index.

RECOMMENDED USAGE

Direct Contact

QUALITY

The bureau produces its materials in consultation with leading authorities on management. Products are generally oriented toward business and do not deal specifically with the school environment. Many, however, would be useful to administrators for information on major management trends.

COST

BNA has free preview screening centers in five cities or a 24-hour preview for $5 per film arrangement.

CONTACT

BNA Communications, Inc.
5615 Fishers Lane
Rockville, Maryland 20852
(301) 881-2090

NO. 235

EDUCATIONAL TECHNOLOGY PUBLICATIONS, INC.

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A major publisher in the area of educational change.

DESCRIPTION

A publisher and distributor of books, cassette tapes and the journal, Educational Technology. Journal is a useful source of current information about innovative programs, including the most recent in-service training programs and techniques for school staff. It consistently contains announcements of relevant workshops, institutes, publications and products. The September, 1973 issue provides a very complete listing of materials available from Educational Technology Publications, including cassette tapes suitable for workshop use and texts for group use or individual study. Examples of series available are "Behavioral Objectives in Education" and "Managing Educational Change." Materials are oriented to teachers and administrators. Publisher will send a catalog upon request.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Educational Technology Publications specializes in materials aimed at facilitating educational change. Most materials are self-instructional and authored by specialists. The journal can be used as a source for maintaining current awareness of innovative curriculum and training developments as well as for new publications from Educational Technology Publications.

COST

Educational Technology, $21 a year.

CONTACT

Educational Technology Publications, Inc.
Englewood Cliffs, New Jersey 07632

NO. 236

I/D/E/A (INSTITUTE FOR DEVELOPMENT OF EDUCATIONAL ACTIVITIES, INC.)

USERS: Administrators

RATIONALE FOR SELECTION

Research and development institute which also produces training products, films and publications.

DESCRIPTION

An affiliate of the Charles F. Kettering Foundation, I/D/E/A is involved in research into critical needs, design and validation of prototype solutions and the creation and testing of implementation strategies. Produces films (for sale or rental), a training package, The Problem Solving School Program (q.v.), and literature based on research undertaken. Dissent and Disruption in the Schools: A Handbook for School Administrators is a resource book of strategies and solutions. Materials available from I/D/E/A are listed in an annual catalog, Films & Publications. Catalog is available upon request.

RECOMMENDED USAGE

Direct Contact

QUALITY

Producer of high quality films and publications. Special film reports on I/D/E/A's Study of Educational Change and School Improvement might be of special interest to staff.

COST

Dissent and Disruption in the Schools: A Handbook for School Administrators, $1.50.

CONTACT

I/D/E/A
Information and Services Program
P.O. Box 446
Melbourne, Florida 32901
(305) 723-0211

INSTRUCTIONAL DYNAMICS INCORPORATED

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Distributor of a variety of in-service modules and kits to improve interpersonal relations.

DESCRIPTION

Instructional Dynamics Incorporated produces sets of cassette tapes specifically designed for in-service training. Eminent educators are the authors of the material presented. Titles of series included in the company's catalog include The Teacher as a Classroom Manager, Individualized Instruction in Continuous Progress Programs and Administrative Patterns for Today's Education, containing cassette tapes, workbooks, etc. IDI also produces kits in the area of interpersonal communications which could be used in in-service programs of a more general nature.

RECOMMENDED USAGE

Direct Contact

QUALITY

A very dependable producer of in-service materials. Materials are listed in annual catalog. Direct contact with the company is recommended.

CONTACT

Instructional Dynamics Incorporated
166 E. Superior Street
Chicago, Illinois 60611

TELEOMETRICS INTERNATIONAL

USERS: Administrators

RATIONALE FOR SELECTION

A commercial firm developing self and group evaluation products and seminars for human relations training.

DESCRIPTION

Teleometrics provides two types of services; (1) training and organizational development products for individual and group use, and (2) Models for Management Seminars. Products include surveys, inventories, and questionnaires covering areas such as personnel relations, management relations, work motivation, styles of management, leadership appraisal, group encounter, team effectiveness, and change agents. All instruments are self-scoring and feedback from the instruments permits self-assessment. Each product can be effectively used in a three hour session. "NASA Moon Survival Task," another Teleometrics product, is a warm-up device, and suitable for diagnostic sessions. The Survival Task: (1) demonstrates the potential of group decision-making, (2) emphasizes decision-making by consensus; and (3) generates data about group dynamics. When used in conjunction with the "Group Encounter Survey" or the "Team Effectiveness Survey," this particular packet is an effective tool for the exploration of group dynamics. The Models for Management Seminar Series are offered four times a year in Houston, Texas. The Brunswik, McGregor, Luft and Ingham, Maslow, Herzberg, Blake and Mouton, and Lewin models and feedback instruments are discussed. Participants attend lectures, work in small and larger groups, and hear audio cassette tapes. The seminar takes 3½ days.

RECOMMENDED USAGE

Evaluative Information
Direct Contact

QUALITY

Involves middle managers in a process of self-improvement which has application to their own organizational environment.

COST

The Seminar costs $300 (tuition only).

CONTACT

Teleometrics International
P.O. Drawer 1850
Conroe, Texas 77301
(713) 756-1185

ORGANIZATIONS – REGIONAL AND LOCAL

EDUCATIONAL FACILITIES LABORATORIES (EFL)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A nonprofit corporation specializing in the improvement of the physical environment of schools.

DESCRIPTION

EFL is involved in a number of self-administered investigative projects to improve educational environments. The projects focus on facilities planning, design, construction, finance, and renovation. They are often conducted in cooperation with other nonprofit organizations and governmental agencies, and sometimes result in case studies and workshops. EFL issues a variety of publications describing its projects and findings. It also issues a newsletter for elementary and secondary school planners called Schoolhouse, which is available free of charge. Another periodical, the BSIC/EFL Newsletter, records developments in the systems approach to building educational facilities. Recent reports focus on open schools, energy conservation, declining school enrollments and educational facilities, community educational facilities, behavioral and social influences of school space, modification of existing facilities, new structures and building materials, architectural design, school furnishings and environmental conditions, and multi-purpose space conversion. EFL has produced two films, one on early childhood schools and one on facilities for environmental education programs.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information

QUALITY

EFL's publications offer local educators a good source of practical information for improving the physical environment of their schools.

CONTACT

**Educational Facilities Laboratories
850 3rd Avenue
New York, New York
(212) 751-6214**

NO. 240

FLORIDA STATE DEPARTMENT OF EDUCATION

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

Example of a state operationalizing a legislative mandate for staff development.

DESCRIPTION

Staff development for teachers and administrators in Florida begins at district level where self-study committees identify needs, set priorities and develop budgets. State provides matching funds for performance-based programs. In addition to local and university-based training, ten teacher centers for teacher training are being established and will be administered by councils with memberships drawn from classroom teachers, community, district, university, and state department of education representatives. A majority of members on both the state governing council and local councils for each center must be classroom teachers. Centers will emphasize a career-long educational process with pre- and in-service training programs utilizing packaged products, workshops, and consultants. Administrative development activities, designed for administrative personnel from school board members to assistant principals, are carried out under the Florida Leadership Training Act. Activities include administration of funds, project approval, location of consultants and materials, and maintenance of a variety of research and development activities such as identification of administrative competencies and experimental three-day assessment centers to rank potential leaders in a district modeled on programs developed by AT&T and Sears. The Department of Education is currently producing a survey of materials and approaches employed by Florida school districts and universities for training educational leaders. Federally funded projects have culminated in the publication of the Florida Catalog of Teacher Competencies (q.v.) and the Florida Catalog of Competency-Based Teacher Training Materials (q.v.). The Florida Center for Personnel Development Resources is planned as a service to educators in the state. The Center will update information contained in the catalogs, provide technical assistance training for personnel responsible for teacher education, collect and disseminate information about products, practices, and sources of technical assistance and make selected materials available to Florida educators at minimum cost.

RECOMMENDED USAGE

Direct Contact

QUALITY

Florida has been very active in administrative and staff development. Many of the state's projects and publications should be of interest to those investigating a competency-based approach. The state department of education is willing to share information with educators in other states.

CONTACT

Division of Elementary and Secondary Education
Florida State Department of Education
Tallahassee, Florida 32304

INSTITUTE FOR EDUCATIONAL RESEARCH

USERS: Administrators

RATIONALE FOR SELECTION

A regional research and development organization which provides consultant services to local school districts.

DESCRIPTION

Sponsored by 50 school districts in the Chicago area, the Institute for Educational Research provides skilled professional assistance which enables districts to determine, scientifically, whether their instructional programs are effectively achieving their intended goals. IER provides consultative services in the following areas: decision-making, improving instruction, reducing the cost of education, research, and systems development. By establishing a regional computer center, subscriber districts are able to implement programs such as "Instructional Management Support System," "Comprehensive Achievement Monitoring," and "Program Planning and Budgeting for Educational Systems." In addition to providing consulting services, IER publishes research reports and a newsletter. A publications list is available upon request. Associate membership makes it possible for districts not close enough for regular consultation with IER to benefit from research and use research designs.

RECOMMENDED USAGE

Evaluative Information

QUALITY

A useful organization for computer assistance, especially in the midwest.

COST

Membership fees are based on the size of the school district. Cost for associate membership is $500.

CONTACT

Institute for Educational Research
1400 West Maple Avenue
Downers Grove, Illinois 60515
(312) 971-2040

TRI-STATE SCHOOL STUDY COUNCIL

USERS: Administrators

RATIONALE FOR SELECTION

Example of a regional school study council's activities in in-service education.

DESCRIPTION

A council composed of member schools and districts in Pennsylvania, Ohio, and West Virginia to guide administrators and teachers in the application of new practices. Membership is not restricted. In-service education activities are oriented towards school boards and superintendents in the area of management. Workshops and institutes utilize materials from organizations such as the American Association of School Administrators and the National School Boards Association. Council maintains a resource file. Publications are mainly memos and briefs to superintendents on problems of current concern. Program soon will be initiated on training in the systems approach to management techniques, based on feedback to be received from superintendents in the field.

RECOMMENDED USAGE

Direct Contact

QUALITY

Useful to schools and districts in the area which might desire to join the council. An example for those in other locations who might profit by forming a similar organization.

COST

Membership fees are scaled to the size of the district and based on 10 cents per pupil in average daily attendance (with a minimum district fee of $2).

COST

Tri-State School Study Council
University of Pittsburgh
Pittsburgh, Pa. 15260
(416) 624-6181

ORGANIZATIONS – RESEARCH AND DEVELOPMENT

NO. 243

RESEARCH FOR BETTER SCHOOLS, INC.

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An educational laboratory actively involved in the development of training products for teachers and administrators.

DESCRIPTION

An educational laboratory which develops training packages for use by both teachers and administrators. The packages are aimed at increasing competencies in the following areas: assessment, planning, management, implementation of innovations, interpersonal relations, and evaluation. Packages developed by RBS' Administering for Change Program include the Handbook of Comprehensive Planning in Schools (q.v.), the Pupil Perceived Needs Assessment Package (q.v.), and the Educational Project Management Instructional System (q.v.). In addition to this package, other packages currently under development and/or available only for field test are: Inventory of Organizational Needs, Community Perceived Needs Assessment, Cost Effectiveness Guide for Administrators, Role Behavior for Success, and the Classroom Diagnostic Instrument.

RBS also produces administrator and teacher training programs to accompany specific curricula developed at the laboratory, such as IPI Mathematics, IPI Reading, and Achievement Competence Training. The laboratory has formed a consortium of schools, school districts, and other agencies called Planning Schools for the Future. RBS acts as the clearinghouse for information on innovative activities for consortium members. The consortium recently sponsored a symposium, Alternative Futures for Education, featuring addresses by prominent social scientists and educators. A book on this theme is in press and addresses for the symposium are available on cassette tape.

RECOMMENDED USAGE

- Current Awareness
- Broad Survey
- Topical Survey
- Evaluative Information
- Direct Contact

QUALITY

A useful laboratory to contact for a wide variety of training materials for teachers and administrators. All materials are field tested prior to release for commercial publication. A catalog of RBS publications is issued annually.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, Pa. 19103

SOUTHWESTERN COOPERATIVE EDUCATIONAL LABORATORY (SWCEL)

USERS: Teachers

RATIONALE FOR SELECTION

A nonprofit research and development laboratory specializing in products tailored to the needs of teachers of Mexican-Americans, Indians and Blacks.

DESCRIPTION

A laboratory producing training products for teachers of minority groups, such as the English as a Second Language Package, Cross Cultural Communications Program, and a Parent-School-Community Involvement Handbook. More general products include the Performance Objectives Package, Systems Approach to Lesson Planning (q.v.), Teacher/Teacher Aide Companion Training Program, and Classroom Strategies. The latter two are designed for use by teachers of kindergarten and early elementary age children. SWCEL schedules institutes throughout the year to train teachers. Consultants are also available to conduct staff training at local sites. Some programs are only available for rental with SWCEL consultants as trainers or in conjunction with training sessions held at the laboratory.

RECOMMENDED USAGE

Direct Contact

QUALITY

An important source of training materials for teachers of minority groups. Contact directly for information about all products and publications. A catalog of publications is available upon request.

CONTACT

Southwestern Cooperative Educational Laboratory
229A Truman, N.E.
Albuquerque, N.M. 87108
(505) 268-3348

ORGANIZATIONS – SPECIAL FOCUS

AMERICAN MANAGEMENT ASSOCIATION

USERS: Administrators

RATIONALE FOR SELECTION

A major organization concerned with the continuing education of managers generally and with a specific division oriented toward managers in public service institutions.

DESCRIPTION

A nonprofit organization that serves as a clearinghouse of current information and developments in the field of management training. Publishes a variety of journals and literature including programmed texts for various levels of management specialization. The AMA Management and Development Guide is published every six months to indicate the resources (publications, seminars, other activities) available from the organization. Publishes and distributes a large number of books, cassette tapes, and multimedia packages on general management topics that could be used in education as well. Sample topics: How to Improve Managerial Performance, Management Principles. Educators would be interested in the Professional Institute for Administrators in government, education and health. Organization has a staff experienced in problems in these areas and a variety of relevant programs including workshops, seminars, customized training and briefing on special topics.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

The AMA is a vast organization with many activities. Best approached through the Professional Institute and its activities. Provides publications, courses and meetings for administrators of all levels of expertise.

CONTACT

American Management Association
135 West 50th Street
New York, N.Y. 10020
(212) 586-8100

NO. 246

CENTER FOR IMPROVED EDUCATION, BATTELLE MEMORIAL INSTITUTE

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

A center affiliated with Battelle's Columbus Laboratories and concerned with the dissemination and utilization of research findings.

DESCRIPTION

A nonprofit center established in 1970 to bridge the gap between existing knowledge and educational practice. A part of the Battelle Memorial Institute with a link to the educational research activities of the Columbus Laboratories. Three comprehensive programs exist: The Management Systems Program applies modern management techniques (such as Management by Objectives, Programmed Planning Budgeting Systems, and Needs Assessment) to educational redesign. Project SHARE (q.v.) is part of this program. The Instructional Systems Program deals with the design and implementation of improved instructional systems. The Information Systems Program is concerned with the development and implementation of improved information systems for decision making. Provides consultant services to schools and districts and publishes some materials developed in its programs.

RECOMMENDED USAGE

Current Awareness
Topical Survey
Direct Contact

QUALITY

The center's practical orientation makes it a very useful organization for direct contact. Its activities cover a very wide range of educational areas. Of particular importance for problems of educational management.

CONTACT

Center for Improved Education
Battelle Memorial Institute
505 King Avenue
Columbus, Ohio 43210
(614) 299-3151

NO. 247

EDUCATION COMMISSION OF THE STATES

USERS: Administrators

RATIONALE FOR SELECTION

A source of information on legislation relating to education, educational projects and finance at the state level.

DESCRIPTION

A nonprofit commission established to improve education at the state level. Forty-six states are members, paying membership fees based on size. Individual members include governors of states, legislators, and educators. Holds annual meeting, publishes literature, reports and surveys of activities of the states in areas of the commission's interest. Research and information department is a clearinghouse of information on legislative bills in all states and publishes the newsletter, Legislative Review, as well as yearly research briefs. The Elementary and Secondary Education Project, the largest at ECS, is active in early childhood education, education of handicapped children, and national assessment. The Early Childhood Project publishes occasional newsletters on state developments in that area and works with staff in governors' offices and state departments of education to coordinate already existing programs in early childhood education. The National Assessment of Educational Progress (q.v.) conducts a national sampling of student achievement of educational objectives in many subject areas. COMPACT is a bimonthly magazine from the commission covering state education news and featuring a Washington column.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

Useful information source for changes in state legislation and school finance and for state-to-state cooperative efforts.

COST

COMPACT, $6 a year.

CONTACT

Education Commission of the States
300 Lincoln Tower
1860 Lincoln St.
Denver, Colorado 80203
(303) 893-5200

MIDDLE SCHOOL RESEARCH AND RESOURCE CENTER

LEVEL: Middle School

USERS: Administrators

RATIONALE FOR SELECTION

A research group involved in middle schools.

DESCRIPTION

The Center gathers and disseminates materials and information concerning middle school education; assists schools that are considering a conversion to a middle school; and aids existing middle schools interested in improvement. Areas of Center involvement include: facilities, scheduling, planning and organization, staffing, and team teaching. Although primarily a clearinghouse, the Center does provide consultant services.

RECOMMENDED USAGE

Direct Contact

QUALITY

An important source of information on many aspects of middle school education.

CONTACT

Middle School Research and Resource Center
I. P. S. Education Center
120 East Walnut Street
Indianapolis, Indiana 46204
(317) 266-4611

NO. 249

NATIONAL CLUSTER COORDINATION CENTER

USERS: Administrators

RATIONALE FOR SELECTION

A national clearinghouse on differentiated staffing.

DESCRIPTION

A nonprofit center established through the Leadership Training Institute of the United States Office of Education, the National Cluster serves as a clearinghouse for all projects on differentiated staffing, publishes concept papers, and bibliographies. It has also sponsored the development of individualized training modules on differentiated staffing for administrators.

RECOMMENDED USAGE

Direct Contact

QUALITY

A nationally recognized source for specific information on differentiated staffing.

CONTACT

National Cluster Coordination Center
State of Florida, Department of Education
125 Miles Johnson
Tallahassee, Florida 32304
(904) 488-7827

NO. 250

NATIONAL SCHOOL DEVELOPMENT COUNCIL, INC.

USERS: Administrators

RATIONALE FOR SELECTION

A national organization of regional school study councils.

DESCRIPTION

An organization formed to coordinate the work of more than 25 local councils to reduce the lag between performance and achievable goals. The local councils are involved in teacher education, experimentation and innovation. Annual dues of national council are 10% of local council's budget. Officers are elected from members of participating councils. Catalyst for Change is a journal published for members three times a year, which describes the activities of member councils. Summaries of outstanding innovative projects at local level appear in the "Innovation 150" column. National council also produces an information locator for local school study councils with contact information, the functions of the organization, its membership, areas of concentration, and in many cases typical services it has recently provided.

RECOMMENDED USAGE

Direct Contact

QUALITY

Useful as a source of information on activities of member school study councils. A school district may be interested in joining a council in its own area.

CONTACT

Dr. John W. Kohl, Executive Secretary
National School Development Council, Inc.
250 Reid Hall
Montana State University
Bozeman, Montana 59715

PROJECT MANAGEMENT INSTITUTE

USERS: Administrators

RATIONALE FOR SELECTION

A professional organization for managers.

DESCRIPTION

A nonprofit organization founded in 1969, Project Management Institute (PMI) serves both project managers and project management specialists. Membership is drawn from the fields of engineering, government, education, electronics, and industry. No organizational memberships are permitted. PMI's activities include seminars, publications, and an annual meeting. The Institute maintains active committee programs in standards, education and guidance, and research. The annual meeting is held in conjunction with the seminar in a major city each fall (in 1974, Washington, D.C.) and features speakers, papers, and panels on a wide variety of project management topics. Past topics have included: Systems Development and Education, Research and Development, and Legal Aspects. The PMI Quarterly and Seminar/Symposium Proceedings are sent to members free of charge. Special reports, books, and bibliographies are available to members at a discount.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey
Evaluative Information

QUALITY

Project Management Institute is a good source of up-to-date information on project management.

COST

Information about membership rates is available from PMI.

CONTACT

Project Management Institute
P.O. Box 43
Drexel Hill, Pa. 19026

ORGANIZATIONS – UNIVERSITY-BASED

CENTER FOR EDUCATIONAL POLICY AND MANAGEMENT

USERS: Administrators

RATIONALE FOR SELECTION

An educational center involved in research and development, consulting, and the training of educational administrators.

DESCRIPTION

The Center for the Advanced Study of Educational Administration (CASEA) incorporated with two divisions of the University of Oregon in 1973. Three divisions exist: (1) Research and Development, which is composed of original CASEA programs including Management Implications of Team Teaching, PPBS in Schools, and Responsiveness of Organizations to Their Clientele; (2) Instruction, which provides training for educational administrators through in-service courses and doctoral programs in educational administration, higher education, and educational policy; and (3) Field Services, which provides educational administration students and faculty at the University of Oregon with the opportunity to work directly with schools on a consulting basis. Packages developed by CASEA and now included in the Research and Development Division are: Ernstspiel, a self-instructional kit which uses simulations and games to improve communication skills and foster integrated group effort; SPECS (School Planning, Evaluation, and Communication Systems), PPBS materials and consultative services for school districts; and DAP, (Designative, Appraisive, Prescriptive), a group problem-solving approach for school staff. The center is involved in many areas of educational management—particularly organizational development and communication—and facilities planning. Position papers are published regularly. Bibliographies are available upon request.

RECOMMENDED USAGE

Direct Contact

QUALITY

A center engaged in research and development activities directly related to educational administration.

CONTACT

Center for Educational Policy and Management
University of Oregon
Eugene, Oregon 97401
(503) 686-5171

OHIO STATE UNIVERSITY, FACULTY OF EDUCATIONAL DEVELOPMENT

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An example of a practically oriented university summer program for teachers and administrators.

DESCRIPTION

A coordinated graduate school program for teachers and administrators offering a variety of courses related to innovation and useful for staff development. Some course topics from the summer of 1974 include Techniques for Evaluating Classroom Instruction, Program/Project Management, Workshops in Organizational Development Skills, and Collective Negotiations for Improving Schools. Courses and workshops are 8-week courses. Students wishing credit for their courses must be formally admitted to Ohio State University Graduate School.

RECOMMENDED USAGE

Direct Contact

QUALITY

An annual summer program at Ohio State University. Application should be made early for admission to the Graduate School of Education by those who desire academic credit for courses. Ohio State University is an important training center for educators.

COST

Fees are based on credit hours of courses taken. A special fee ($350) must be paid by non-residents.

CONTACT

Faculty of Educational Development
236 Ramseyer Hall
29 West Woodruff Avenue
Columbus, Ohio 43210
(614) 422-4874

NO. 254

RENSSELAER POLYTECHNIC INSTITUTE — CENTER FOR ARCHITECTURAL RESEARCH

USERS: Administrators

RATIONALE FOR SELECTION

A center deeply involved in educational facilities design.

DESCRIPTION

A center devoted to problem-solving, service, and education, the Center for Architectural Research assists those who are planning changes or modifications in facilities. Organizationally, the Center functions as an administrative entity within the School of Architecture and both students and faculty concern themselves with architecture and the educational environment. The Center is particularly concerned with the design of facilities for educational technology. The use of media centers in schools is given special emphasis. Publications include New Spaces for Learning, Multi-Media Classrooms Revisited, and Designing for Educational Technology. A publications list is available upon request. The Center also provides consultant services for various projects.

RECOMMENDED USAGE

Current Awareness
Direct Contact

QUALITY

A major center for information and assistance in planning media and learning centers.

CONTACT

Center for Architectural Research
Rensselaer Polytechnic Institute
Troy, New York 12181
(518) 207-6461

SOURCELISTS

NO. 255

CEDaR CATALOG

4th Ed. (1974)

USERS: Administrators, Teachers, Paraprofessionals

RATIONALE FOR SELECTION

A unique source of descriptions of programs produced by educational laboratories and R&D centers affiliated with CEDaR.

DESCRIPTION

A sourcelist consisting of the descriptions of available and anticipated products developed by the educational research laboratories and university-based research and development centers that form the CEDaR group. Programs are organized by developer and by subject area. "Teacher Education" is a subject area for search. See also entries lead to other in-service programs classified under other subject areas. Available and anticipated programs are separately classified. Information provided for each product includes: target audience, product/program links to other products in the catalog, characteristics, cost and evaluative findings.

RECOMMENDED USAGE

Broad Survey

QUALITY

This is a unique and very valuable source of some major and highly regarded in-service training programs available from the labs and centers. Products include discipline-specific training materials as well as others focusing on the development of more generalized skills, such as theory, planning, technical implementation, etc. The laboratories and R&D centers included are fruitful sources of training packages.

COST

The catalog is $14.50.

CONTACT

Commercial Educational Distribution Service
P.O. Box 3711
Portland, Oregon 97208

NO. 256

AN INDEX OF MEDIA FOR USE IN INSTRUCTION IN EDUCATIONAL ADMINISTRATION

Articulated Media Project

USERS: Administrators

RATIONALE FOR SELECTION

An index listing audio-visual materials for training school administrators.

DESCRIPTION

The Index lists 319 different audio-visual devices which have been found useful in educational administration. Materials include audiotapes, films, filmstrips, slide sets, disc recordings, overhead projection transparency sets, programmed materials, gaming materials, simulation devices, and other miscellaneous audio-visual materials. The Index (50 pages) provides information regarding the sources for obtaining the materials and suggests settings in which each item appears to be most appropriate for use.

RECOMMENDED USAGE

Current Awareness
Topical Survey

QUALITY

The Index references audio-visual materials for administrators.

COST

$1.25

CONTACT

University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210
(614) 422-2564

NO. 257

INSTRUCTIONAL MATERIALS CATALOG: FOR USE IN PREPARING PRINCIPALS, SUPERINTENDENTS AND OTHER EDUCATIONAL LEADERS

USERS: Administrators

RATIONALE FOR SELECTION

A descriptive catalog of publications and materials available through the University Council for Educational Administration.

DESCRIPTION

The catalog contains information on UCEA activities and currently available materials. Types of materials include: case studies, books, pamphlets, monographs, simulations, and audio tapes. The Best Lecture Series and an Audio Cassette Series for Educational Leaders are among audio tapes available. Each item is briefly described, with information on cost and availability also provided.

RECOMMENDED USAGE

Current Awareness
Broad Survey
Topical Survey

QUALITY

Contains current information on items available through the University Council for Educational Administration.

CONTACT

University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210
(614) 422-2564

RESOURCES FOR PERFORMANCE-BASED EDUCATION

W. Robert Houston, et al. (1973)

USERS: Administrators, Teachers

RATIONALE FOR SELECTION

An annotated listing of instructional modules for training educational personnel.

DESCRIPTION

A comprehensive annotated sourcelist of print (excluding textbooks) and multimedia modules for pre- or in-service teacher training. Includes materials developed throughout the United States, many still undergoing revision. Modules are listed alphabetically by title with information on distributor, cost, rental, audience to which training is directed and level of the school program, objectives, descriptions, and evaluation. The volume and its supplement both contain general indexes (based on key words, descriptions, academic subject areas and names) and special indexes in which training modules are classified according to the particular competencies they address. A directory of distributors and appropriate contact information are also provided.

RECOMMENDED USAGE

Topical Survey
Direct Contact

QUALITY

A very thorough compilation of information on actual training materials. Materials included are in varying stages of readiness for use by a local district. Very complete indexing facilitates searching for material on a specific subject or related to a specific competency area.

COST

Available for $2 from New York State Department of Education.

CONTACT

New York State Department of Education
Division of Teacher Education and Certification
Albany, New York 12210

INDEX

RESOURCE ALLOCATION
SOURCES OF INFORMATION

This index lists sources alphabetically by title. Entries with titles that are acronyms appear at the beginning of each alphabetical section. Use the grid on the left to identify the type of source. Appropriate user and educational level notations and the entry number follow the title of the source.

Sources that are organizations are coded in the grid as follows:

Organizations - Professional	Pro
Organizations - Publishers	Pub
Organizations - Regional and Local	RL
Organizations - Research and Development	RD
Organizations - Special Focus	SF
Organizations - University-Based	U

The following symbols indicate appropriate users:

Administrators	A
Teachers	T
Paraprofessionals	P

Bibliographies and State-of-the-Art Reviews	Directories	Information Services	Journals and Newsletters	Organizations	Sourcelists	
				Pro		American Association of School Administrators (A), 221
				Pro		American Educational Research Association (A), 222
				Pro		American Library Association (A, T), 223
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				Pro		Association of School Business Officials (A), 224
				Pub		BNA Communications, Inc. (A), 234
				SF		Battelle Memorial Institute, Center for Improved Education (A, T), 246
					●	CEDaR Catalog (A, T, P), 255
				U		Center for Educational Policy and Management (A), 252
				SF		Center for Improved Education, Battelle Memorial Institute (A, T), 246
				Pro		Council of Educational Facility Planners (A), 225
			●			Croft-NEI Administrator's Service (A), 218
			●			Croft-NEI Principal's Services, The (A), 219
			●			Croft-NEI School Business Service, The (A), 220
	●					Directory of Organizations and Personnel in Educational Management (A), 214
●						ERIC Abstracts Series (A), 212
		●				ERIC Clearinghouse on Educational Management (A), 216
				SF		Education Commission of the States (A), 247
				RL		Educational Facilities Laboratories (A, T), 239
				Pro		Educational Research Service, Inc. (A), 226
				Pub		Educational Technology Publications, Inc. (A, T), 235
				RL		Florida State Department of Education (A, T), 240

Bibliographies and State-of-the-Art Reviews	Directories	Information Services	Journals and Newsletters	Organizations	Sourcelists	
				Pub		I/D/E/A (Institute for Development of Educational Activities, Inc.) (A), 236
					●	Index of Media for Use in Instruction in Educational Administration, An (A), 256
				RL		Institute for Educational Research (A), 241
				Pub		Instructional Dynamics Incorporated (A, T), 237
					●	Instructional Materials Catalog: For Use in Preparing Principals, Superintendents and Other Educational Leaders (A), 257
				SF		Middle School Research and Resource Center (A - Middle School), 248
				Pro		National Academy for School Executives (A), 227
				Pro		National Association of Elementary School Principals (A - Elementary), 228
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				Pro		National Audio-Visual Association (A, T), 230
				SF		National Cluster Coordination Center (A), 249
				Pro		National Education Association, The (A, T), 231
				SF		National School Development Council, Inc. (A), 250
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				U		Ohio State University, Faculty of Educational Development (A, T), 253
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				SF		Project Management Institute (A), 251
				U		Rensselaer Polytechnic Institute, Center for Architectural Research (A), 254
				RD		Research for Better Schools, Inc. (A, T), 243
					●	Resources for Performance-Based Education (A, T), 258
	●					School Finance Reform: A Directory of Organizations (A), 215

Bibliographies and State-of-the-Art Reviews	Directories	Information Services	Journals and Newsletters	Organizations	Sourcelists	
		●				School Management Information Retrieval Service (A, T), 217
				RD		Southwestern Cooperative Educational Laboratory (T), 244
				Pub		Telemetrics International (A), 238
				RL		Tri-State School Study Council (A), 242
				Pro		University Council for Educational Administration (A), 233

RESOURCE ALLOCATION
METHODS
ENTRIES 259-288

A DESCRIPTIVE LISTING OF RESOURCE ALLOCATION METHODS

This is a descriptive listing of materials and approaches related to resource allocation. The listing includes a variety of methods ranging from self-instructional texts to multi-media packages that are relatively easy to obtain and practical. Entries are listed alphabetically by title and many are classified to indicate the areas they address: Facilities; Staffing; Scheduling; Student Grouping; Finance; Management; and Planning, Programming, and Budgeting. Materials and approaches cited are also classified according to appropriate user population--administrator, teacher, and/or paraprofessional. Usage recommendations are coded as follows:

Code	Explanation
Awareness	Approach or material for developing administrative and staff awareness of new concepts and practices.
General Orientation	Approach or material for orienting administrators and staff to new programs and practices.
Practice and Application	Approach or material for providing administrators and staff with opportunities to practice and apply new knowledge and skills.
Assessment for Performance Improvement	Approach or material which uses assessment as a technique for improving administrative and staff performance.
Clarification of Values	Approach or material which uses clarification of values as a technique for modifying administrative and staff performance.

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NO. 259

AASA 1974 SCHOOL BUILDING FILMSTRIP

American Association of School Administrators

AREA: Facilities

USERS: Administrators, Teachers

TYPE: An audiovisual presentation

RATIONALE FOR SELECTION

Selected interior/exterior views of the best in recent school architecture.

DESCRIPTION

A filmstrip showing interior and exterior views and floor plans of 33 of the 232 schools exhibited at the American Association of School Administrators' convention in 1974. All schools selected have been cited for outstanding design by AASA and the American Institute of Architects, and two have won awards. They show innovative trends in educational architecture. Filmstrip is 170 frame 35mm, black and white. A manual describing each frame is included with filmstrip.

RECOMMENDED USAGE

Awareness

QUALITY

A useful overview of the best of new school design. Unfortunately, photographs are not in color.

COST

$10

CONTACT

Stock No. 021-00416
American Association of School Administrators
1801 N. Moore Street
Arlington, Va. 22209

ADVANCED ADMINISTRATION TRAINING INSTITUTE

AREA: Management

USERS: Administrators

TYPE: University summer program

RATIONALE FOR SELECTION

An example of a university summer program.

DESCRIPTION

The Institute presents short-term, issue-oriented programs where items of topical interest to school administrators are discussed. Institutes are open to practicing administrators. Past institutes have included: Schools and Law; Labor Management; and Problems of Adolescence. The topic being considered for 1975 is Modern Management Techniques – Organizational Development and Systems.

RECOMMENDED USAGE

Clarification of Values

QUALITY

The Institute is part of the Harvard Graduate School of Education and is nationally recognized.

COST

Costs vary depending on the length of the institute. In 1974, the cost for a two-week institute was $500 and included room, board, and tuition.

CONTACT

Mr. Walter McCann, Director
Advanced Administration Training Institute
406 Gutman Building
Harvard Graduate School of Education
Cambridge, Mass. 02138

COLLECTIVE BARGAINING GUIDE FOR SCHOOL ADMINISTRATORS

Thomas W. Hill, Cornelius P. Quinn,
Bruce D. Wood

AREA: Staffing

USERS: Administrators

TYPE: Self-instructional written materials

RATIONALE FOR SELECTION

A descriptive guide providing examples and a typical contract.

DESCRIPTION

A guide that will aid the educational administrator working on management's negotiating team and also will equip management "with the tools, tactics, and techniques it needs to successfully meet the challenge of teacher organizations at the bargaining table." Topics include a "History of Teacher Militancy," "Preparation for Negotiations," "Union Proposals," "How to Handle a Strike," and "Third Party Intervention." "Contract Language, Comments and Cautions" contains sections of typical contracts with comments on the language; examples range alphabetically from academic freedom to workmen's compensation. Requires 10-15 hours to complete and can be used as a reference.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

An up-to-date, practical guide on collective negotiations in education.

COST

$47.50

CONTACT

The Dartnell Corporation
4660 Ravenswood Avenue
Chicago, Illinois 60640
(312) LO 1-4000

NO. 262

COMMUNICATION/INFORMATION FLOW

National Cluster Coordination Center

AREA: Staffing

USERS: Administrators

TYPE: Self-instructional training package with audio tapes

CONTACT

National Cluster Coordination Center
125 Miles Johnson
Tallahassee, Florida 32340

RATIONALE FOR SELECTION

A training package developed by a national center concerned with innovative staffing practices.

DESCRIPTION

This training module provides information about communication theory which can be applied in the local school setting. The module has four components which deal with the communications process and change in the schools. These components have been designed so that they can be used independently or in combination as part of a district in-service training program in communications. Each component suggests activities; contains charts and graphs; and includes audio-tapes for listening and accompanying exercises.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

The modules have been extensively field tested. A well-designed and executed training package.

COST

The modules are free at the present time.

NO. 263

CONTRACT ADMINISTRATION GUIDE FOR SCHOOL ADMINISTRATORS

Thomas W. Hill, Cornelius P. Quinn, and
Bruce D. Wood

AREA: Staffing

USERS: Administrators

TYPE: Printed looseleaf manual

RATIONALE FOR SELECTION

A printed manual including model contract forms and contract excerpts.

DESCRIPTION

A manual that will aid the school administrator operating under a negotiated contract for both professional and non-professional personnel. Topics include: "Basic Political Realities," "The Principal," "The New Role of Evaluation," "Grievance Handling," "Arbitration," and others. A section of examples invites reader participation in the process of resolving typical grievances and highlights management strengths and weaknesses. Requires 10-15 hours to complete. Can be used as a reference and resource manual.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A practical guide for all levels of administrators involved in contract administration.

COST

$47.50

CONTACT

The Dartnell Corporation
4660 Ravenswood Avenue
Chicago, Illinois 60640
(312) LO 1-4000

NO. 264

CREATING A SCHOOL MEDIA PROGRAM

Diana L. Spirt and John T. Gillespie

AREA: Facilities

USERS: Administrators

TYPE: Handbook

CONTACT

R. R. Bowker Company
P.O. Box 1807
Ann Arbor, Michigan 48106
(313) 761-4700

RATIONALE FOR SELECTION

A comprehensive guide to school media programs.

DESCRIPTION

Creating a School Media Program deals with all aspects of organizing and administering media programs in schools on a local, district, statewide, or regional level. Facilities, acquisition guidelines, staff, budget, supervision of program, and policy making are among topics treated in this handbook. Illustrated tables, graphs, and checklists are incorporated into the text to assist those involved in planning media programs. Appendices contain case studies of two specific school systems and their media programs.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A useful tool for an administrator attempting to organize and develop a media center from scratch. Considered a "basic book" by school media specialists and librarians.

COST

$11.50

NO. 265

THE DAILY DEMAND SCHEDULE AT THURSTONE JUNIOR HIGH SCHOOL

David Lloyd with Gerald Rasmussen

AREA: Scheduling

USERS: Administrators

TYPE: Audio cassette

RATIONALE FOR SELECTION

An audio cassette dealing with demand scheduling.

DESCRIPTION

A fifteen minute cassette tape which describes how to plan, develop, and implement a flexible, non-graded, daily demand schedule for students. The daily demand schedule considers scheduling factors such as space, time, teacher, and student scheduling requirements. The presentation concludes with specific suggestions for those interested in developing a demand schedule.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

Developed in cooperation with the University Council for Educational Administration, this tape is a useful introduction to the practical problems of introducing demand scheduling.

COST

$3.95

CONTACT

University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210
(614) 422-2564

NO. 266

DIFFERENTIATED TEACHING STAFF

Dwight Allen

AREA: Staffing

USERS: Administrators, Teachers, Paraprofessionals

TYPE: 16mm color film

RATIONALE FOR SELECTION

A film on differentiated staffing by a recognized authority in the field.

DESCRIPTION

Dwight Allen proposes differentiated teaching responsibilities and differentiated compensation schedules as a means of coping with some of today's educational problems. He presents a model differentiated staffing program pointing out the advantages and difficulties of introducing such a program, as well as the implications for total school modification inherent in any differentiated staffing plan. Running time for the film is 30 minutes.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

Dwight Allen is a nationally recognized expert in the area of differentiated staffing.

COST

$250

CONTACT

Educational Coordinates
432 S. Pastoria Avenue
Sunnyvale, California 94086

NO. 267

ERMS – EDUCATIONAL RESOURCES MANAGEMENT SYSTEM

AREA: Planning, Programming and Budgeting

USERS: Administrators

TYPE: Book

RATIONALE FOR SELECTION

A book providing a comprehensive treatment of PPBS.

DESCRIPTION

ERMS presents a conceptual design for a Planning – Programming – Budgeting – Evaluation System and describes how it can be implemented in a school district. A team approach is recommended. It shows the interaction and interdependency of four major processes (Planning – Programming – Budgeting – Evaluation), and emphasizes techniques and methods for designing and implementing PPBES. Chapters include: "Conceptualization of an Educational Resources Management System," "Resource Analysis . . .," "Evaluating," and "Staff Development." Case studies are included in the appendices.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

ERMS was designed and developed by a team of educators and specialists in the field of PPBS in 1972.

COST

$8.45

CONTACT

Association of School Business Officials
2424 West Lawrence Ave.
Chicago, Illinois 60625

NO. 268

EDUCATIONAL COORDINATES SCHEDULING SYSTEM

AREA: Scheduling

USERS: Administrators

TYPE: Computer software package

RATIONALE FOR SELECTION

A computer scheduling system which is a refined version of an exemplary variable scheduling system developed at Stanford University.

DESCRIPTION

Educational Coordinates Scheduling System (ECSS) is an outgrowth of the Stanford School Scheduling System. A comprehensive computer software package supported by a staff of educational and technical consultants, the system provides the administrator with a variety of scheduling options. Smaller time periods which vary in number and length allow the administrator to accommodate teacher desires in terms of class size and frequency; student requests; and individual needs and interests. Schedules can include up to 10 days per cycle, up to 32 periods per day, up to 160 periods per cycle, up to 17 course requests per student, and up to two alternates per course. Schools may elect to use the total ECSS package or to select certain elements to aid them in preparing their own schedules.

RECOMMENDED USAGE

Clarification of Values

QUALITY

Several hundred school districts have implemented the Educational Coordinates Scheduling System.

COST

Charges are made on a sliding scale according to the number of students in the school or district. There are also initial data preparation costs.

CONTACT

Educational Coordinates
432 S. Pastoria Avenue
Sunnyvale, California
(408) 732-5200

NO. 269

EDUCATIONAL PROJECT MANAGEMENT INSTRUCTIONAL SYSTEM (EPMIS) MODULE 2: PROJECT MANAGEMENT BASIC PRINCIPLES

Research for Better Schools, Inc.

AREA: Management

USERS: Administrators

TYPE: Self-instructional manual with filmstrips and synchronized cassette tapes.

RATIONALE FOR SELECTION

A self-instructional package for local project managers developed by an educational laboratory.

DESCRIPTION

A self-contained, self-instructional manual for improving the skills of educational project managers. Lessons cover project definition; work flow; time, resource, and cost estimation; budget preparation; project organization and start-up; the project information system; problem identification and problem-solving; decision implementation; and project termination. Available in manual form only or with accompanying filmstrips and cassette tapes. Lesson materials are individualized in terms of pace, content and process, and they can be used by individuals or groups. The entire package can be completed in 30-40 hours. Each volume of this three volume set may be purchased separately, or all three may be purchased as a set. The first volume emphasizes the planning of a project; the second volume, preparation for, operation, and termination of a project; the third, a case simulation.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

This package has been used successfully by local school districts in several states, by state education agencies, and by universities at the graduate level for project-related training. It possesses considerable flexibility in terms of learning options for users.

COST

Purchased separately, volume 1 costs $7.50; volume 2 costs $7.50; volume 3 costs $5. The complete set costs $20. Optional audiovisual materials (12 filmstrips and cassette tapes) cost $60.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, Pa. 19103
(215) 561-4100

NO. 270

EDUCATIONAL PROJECT MANAGEMENT INSTRUCTIONAL SYSTEM (EPMIS) MODULE 3: PROPOSAL DEVELOPMENT

Research for Better Schools, Inc.

AREA: Finance

USERS: Administrators, Teachers

TYPE: Self-instructional manual with optional slide tape

RATIONALE FOR SELECTION

A package which provides training in managing the development of a proposal for funding or curriculum innovation.

DESCRIPTION

A training package developed by Research for Better Schools to train school district administrators in the project management skills required to manage the development of a proposal for funding or curriculum innovation. Users learn how to (1) create a plan for developing the proposal, (2) mobilize necessary personnel and resources, and (3) monitor and control the development effort. This package requires 10 to 15 hours to work through the materials, and is designed primarily for individual use.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A valuable training package, since a well-drafted proposal can serve as a plan for the implementation of a project or innovation, once funds have been secured.

COST

The manual is $25.

CONTACT

Research for Better Schools, Inc.
1700 Market Street
Suite 1700
Philadelphia, Pa. 19103
(215) 561-4100

8

NO. 271

HANDBOOK OF SUCCESSFUL SCHOOL ADMINISTRATION

AREA: Staffing, Scheduling, Facilities, Finance

USERS: Administrators

TYPE: Book

RATIONALE FOR SELECTION

A handbook composed of the most popular paperbacks from the "Successful School Administration" series published by Prentice-Hall.

DESCRIPTION

Prentice-Hall published seventy-five paperbacks in the "Successful School Administration" series. Fifteen consistently in demand have been published under one cover in the Handbook of Successful School Administration. Topics include: "Program Planning – Using Management-by-Objectives in School Administration," "Providing for Flexibility in Scheduling and Instruction," "How to Organize a Non-Graded School," "Getting Better Results from Substitutes, Teacher Aides, and Volunteers," "Grouping Students for Improved Instruction," and ten others.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement

QUALITY

Each paperback guide has been updated and revised for the Handbook. A useful source of practical information.

COST

The handbook is $24.95 plus postage and handling.

CONTACT

Stephen Green
Prentice-Hall, Inc.
Englewood Cliffs, N.J. 07632

HELP IN THE SCHOOLS: ESTABLISHMENT OF A PARAPROFESSIONAL PROGRAM

Richard Beach

AREA: Staffing

USERS: Administrators, Teachers, Paraprofessionals

TYPE: Book

RATIONALE FOR SELECTION

A book designed to guide schools and districts interested in establishing a paraprofessional program.

DESCRIPTION

Describes steps both administrators and teachers should take to start a teacher aide program. Included are 101 tasks for teacher aides which were derived from Working with Teacher Aides: A Three-in-one Resource Manual (New London: Croft Education Services, 1968). Makes suggestions on adoption and implementation. Includes an extensive bibliography.

RECOMMENDED USAGE

Practice and Application

QUALITY

A recent publication (1973) with a comprehensive treatment of the steps involved in establishing paraprofessional programs.

COST

$3.95

CONTACT

Dorrance and Company
1617 J. F. Kennedy Blvd.
Philadelphia, Pa. 19103
(215) LO 3-3553

NO. 273

HUMAN RELATIONS FOR ADMINISTRATION AND SUPERVISION

AREA: Staffing

USERS: Administrators

TYPE: Training Modules

RATIONALE FOR SELECTION

A set of competency-based materials for human relations training.

DESCRIPTION

Five clusters dealing with human relations skills for administrators. Cluster I, "Human Relations for Administrators and Supervisors," covers methods of communication for small and large groups. Cluster II, "Management of Human Resources," explores management theory, the managerial grid, Theory X and Theory Y, and motivation. Cluster III, "Classroom Feedback," uses Ober's Reciprocal Category System to increase administrator and teacher awareness of classroom behavior and interaction. Cluster IV, "Decision Making," examines productive and divergent thinking and school-based decision making. Cluster V, "Team Building," deals with acceptance of the team approach, small group dynamics, team skills development, conflict management, and team effectiveness. Each cluster requires additional materials for proper use. Information on where these materials can be purchased or borrowed is included in the brochure available from the publisher. For information, contact Panhandle.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A recent product incorporating materials developed by Teleometrics, University Council for Educational Administration, and Florida Atlantic University. The package has been field tested.

COST

The cost of the individual modules anges from $.45 to $1.75.

CONTACT

Panhandle Educational Cooperative
P.O. Drawer 190
Chipley, Florida 32428
(904) 638-4131

NO. 274

INDIVIDUALIZED LEARNING MATERIALS

Lloyd E. McCleary

AREA: All

USERS: Administrators, Teache s

TYPE: Learning modules with manual, cassette tape, flip charts, and log guides

RATIONALE FOR SELECTION

A self-instructional package providing for individualized, competency-based education. Packages may also be used in a group mode for purposes of in-service education.

DESCRIPTION

A group of twenty-seven learning modules which allow each individual to select content appropriate for his needs; determine desired depth of study; and proceed at his own rate. Learning module topics include "Role of the Supervisor," "Forces in Educational Planning," "Revolution as a Concept of Change," "Structure Concerns in Educational Program Planning," "Exemplary Program: The Elementary School," "Exemplary Program: The Middle School," "Exemplary Program: The Secondary School," "Role of the Principal," and "School Organization: Social System and School Climate." Requires between 48 and 84 hours to complete; average person can complete in 58 hours.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Developed in cooperation with CFK Ltd., a philanthropic foundation, Individualized Learning Materials are a set of training modules designed specifically for the improvement of the educational program.

COST

Individual modules, complete with materials for five, cost $22.50; 8 modules, binder included, cost $176.

CONTACT

ILM Publishers, Inc.
1470 Wilton Way
Salt Lake City, Utah 84108

NO. 275

INNOVATIONS IN SCHOOL STAFFING AND ORGANIZATIONAL PATTERNS

National Academy for School Executives

AREA: Staffing

USERS: Administrators

TYPE: Simulated laboratory exercise for group use

RATIONALE FOR SELECTION

An example of a laboratory exercise developed by the National Academy for School Executives (AASA).

DESCRIPTION

An integral part of the NASE seminar What the Administrator Needs to Know About Current Innovations, these laboratory materials include group simulation exercises related to the following tasks: (1) analyzing a differentiated staffing plan; (2) preparing a report for the school board on the strengths and weaknesses of the plan; (3) developing implementation strategies for adopting a differentiated staffing plan; and (4) presenting the plan to other seminar participants. Each participant is given a set of instructions for his team and the team then prepares an implementation strategy. The instructions suggest that the report for the school board give consideration to budget priorities, building program, in-service activities, assignment and reassignment of present staff, recruitment, and evaluation. The teams then role play the presentation of their report before the remainder of the seminar group, who play the role of the "Hometown Board of Education."

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

This simulation prepares the administrator to develop detailed plans for the introduction of a differentiated staffing program.

CONTACT

American Association of School Administrators
National Academy for School Executives
1801 North Moore St.
Arlington, Virginia
(703) 528-7873

NO. 276

INTERSYSTEMS INCORPORATED

AREA: Staffing

USERS: Administrators

TYPE: Seminars

RATIONALE FOR SELECTION

A private corporation offering seminars for managers.

DESCRIPTION

Intersystems offers a series of seminars throughout the country for experienced project management personnel. "The emphasis is upon tailoring project management to the situation and environment, placing appropriate emphasis upon project management factors contributing to success, and selecting the best alternatives within the control of the project manager." Seminar topics include: "Factors Leading to Project Success," "General Strategies for Managing Successful Projects," and "Custom Tailoring Project Management." The workshop offers practice with simulated situations and opportunities for strategic planning. A notebook of materials is provided for each person attending.

RECOMMENDED USAGE

Practice and Application
Assessment for Performance Improvement

QUALITY

An example of a private firm offering project management training.

COST

Registration fee is $195 and includes seminar materials and refreshments, but does not include lodging and meals.

CONTACT

Intersystems Incorporated
1215 Spruce Street
Oshkosh, Wisconsin 54901
(414) 426-1631

NO. 277

MANAGEMENT BY OBJECTIVES
Glenn H. Varney

AREA: Management

USERS: Administrators

TYPE: Self-instructional written materials

RATIONALE FOR SELECTION
A descriptive guide providing information, case studies, and worksheets.

DESCRIPTION
A package that provides information for skills development in management by objectives. Topics include: "Pitfalls and Traps," "Getting Started With M.B.O.," "How to Manage By Objectives," "Planning and Reviewing Performance" and others. Requires 10 hours to complete.

RECOMMENDED USAGE
General Orientation
Practice and Application
Assessment for Performance Improvement

QUALITY
A recently developed product which is readily available for use in staff development.

COST
$34.50

CONTACT
The Dartnell Corporation
4660 Ravenswood Avenue
Chicago, Illinois 60640
(312) LO 1-4000

MEDIA PROGRAMS – DISTRICT AND SCHOOL

American Library Association

AREA: Facilities

USERS: Administrators, Teachers

TYPE: Book

RATIONALE FOR SELECTION

A major source of information on media and learning centers.

DESCRIPTION

Developed in cooperation with the Association for Educational Communication and Technology and the American Association of School Librarians, this publication establishes definitive standards and guidelines for the development of learning centers.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

The American Library Association recently published a booklet on resource centers at two year colleges. This is a further detailed guide geared for the public schools.

COST

$2.95

CONTACT

American Library Association
50 East Huron Street
Chicago, Illinois 60611

NO. 279

NONGRADING AND TEAM TEACHING

Madeline Hunter

LEVEL: Elementary

AREA: Staffing, Student Grouping

USERS: Administrators, Teachers

TYPE: 16mm/Black and white film print

RATIONALE FOR SELECTION

A film about team teaching in elementary schools.

DESCRIPTION

This film examines in detail the rationale and procedures for nongrading and team teaching, as practiced by the University of California Laboratory School. In the first portion, nongraded patterns for organizing the school or classroom are explored in detail. Individualized student diagnosis and placement in the learning continuum, and various instructional groupings are discussed. The second portion explores the merits of and procedures for team and self-contained teaching patterns. A filmed question and answer session with teachers and administrators on topics such as pupil evaluation, progress reporting, and physical facilities follows. Total completion time for the package is 2-3 hours. The film requires 58 minutes to view.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

A useful tool that could be incorporated as part of an in-service program for elementary teachers and administrators.

COST

The film is $150.

CONTACT

Special Purpose Films
26740 Latego Shore Drive
Malibu, California 90265

PROFESSIONAL NEGOTIATIONS IN EDUCATION

John J. Horvat

AREA: Staffing

USERS: Administrators

TYPE: Simulation game

RATIONALE FOR SELECTION

A simulation game which involves teams of administrators in negotiations sessions.

DESCRIPTION

Developed by the University Council for Educational Administration Articulated Media Project, this game is designed for use by teams of four or five persons. Several teams may participate simultaneously. The focus of the game is a series of issues subject to possible negotiation. The game is designed for flexible use in differing time periods: four to eight hour time blocks, two to four day workshops, one-quarter to one-semester courses. An annotated bibliography and an instructor's manual which includes all forms of the game are available.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Professional Negotiations is a flexible introduction to the area of bargaining collectively.

COST

Short Form	$3.25
Intermediate Form	$4.15
Long Form	$5.50
Instructor's Manual	$8.25
Annotated Bibliography	$2.50

CONTACT

Charles E. Merrill Publishing Company
1300 Alum Creek Drive
Columbus, Ohio 43210

NO. 281

PROGRAM, PLANNING, BUDGETING SYSTEMS FOR EDUCATORS

Joseph H. McGivney and William C. Nelson

AREA: Planning, Programming, and Budgeting

USERS: Administrators

TYPE: Self-instructional, printed training program

RATIONALE FOR SELECTION

A guide with a simulated case study and bibliographies emphasizing the conceptual, methodological, and operational aspects of Planning, Programming, Budgeting Systems (PPBS).

DESCRIPTION

A training program that provides both orientation and practice in the application of PPBS concepts. Volume I explains in-depth PPBS through such topics as "Systems Theory" and "Program Budgeting." Volume II provides a simulated case study and should be used in conjunction with Volume I. Volumes III and IV include an annotated bibliography and a research bibliography. The program can be used on an individual basis or can be adapted for a three day training institute.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Developed in cooperation with The Center for Vocational and Technical Education as an independent unit on the Ohio State University campus with a grant from the Division of Comprehensive and Vocational Educational Research, U.S. Office of Education, the training program is widely used and widely recommended for administrators in the field.

COST

Cost per volume is $4.

CONTACT

The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210
(614) 486-3655

NO. 282

THE ROLE OF SCHEDULING IN FACILITATING INSTRUCTIONAL AND STAFF FLEXIBILITY IN THE ELEMENTARY SCHOOL

Robert Lynn Canady

LEVEL: Elementary

AREA: Scheduling

USERS: Administrators, Teachers

TYPE: Audio-cassette

RATIONALE FOR SELECTION

An audio-cassette dealing with school scheduling at the elementary level.

DESCRIPTION

A discussion of flexible patterns of organization for elementary schools. Emphasizes the need for variable approaches to scheduling which are based upon efforts to place human and technological resources in a more effective relationship with the pupil. Suggests manners in which principal and staff might provide more differentiated learning activities. Time: 15 minutes.

RECOMMENDED USAGE

Awareness
General Orientation

QUALITY

Developed in cooperation with the University Council for Educational Administration, this audio-cassette presents elementary principals with alternatives to traditional methods of scheduling.

COST

$3.95

CONTACT

University Council for Educational Administration
29 West Woodruff
Columbus, Ohio 43210
(614) 422-2564

NO. 283

ROLE OF TEACHER AIDES

Gordon Lawrence

AREA: Staffing – Paraprofessionals

USERS: Teachers

TYPE: Learning module

RATIONALE FOR SELECTION

A module outlining the roles of the teacher aide.

DESCRIPTION

The module (26 pages) contains descriptive articles outlining the role of the teacher aide in various educational settings. It aims to provide the teacher with sufficient information for determining teacher aide responsibilities which are appropriate for certain instructional situations. All instructional materials are included in the module. There are both pre- and post-assessment and performance criteria given.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application

QUALITY

A brief and readily available packet appropriate for independent or in-service staff development use.

COST

$.70

CONTACT

Panhandle Area Educational Cooperative
P.O. Drawer 190
Chipley, Florida 32428

NO. 284

SPECS: SCHOOL PLANNING, EVALUATION AND COMMUNICATION SYSTEMS

Center for Educational Policy and Management

AREA: Planning, Programming, and Budgeting

USERS: Administrators, Teachers

TYPE: Training materials and consulting service

RATIONALE FOR SELECTION

A program planning and evaluation system closely associated with decentralized decision-making.

DESCRIPTION

A PPBS system developed at the Center for Educational Policy and Management at the University of Oregon, SPECS consists of a detailed set of procedures and materials in print and multimedia form for training school staff. Consultants work directly with school district personnel or train individuals within the district to work with district staff in implementing the system. Using SPECS, school staff should be able to obtain specific information about "inputs of staff, materials, and services; instructional and administrative processes; and outputs of student achievement and system performance, both expected and actual." Participatory decision-making is an important element of the SPECS system, and specific strategies for implementing the system are tailored to the needs of the individual school district.

RECOMMENDED USAGE

Assessment for Performance Improvement
Clarification of Values

QUALITY

All components of SPECS have been implemented and tested in a school district of 3500 students.

CONTACT

Center for Educational Policy and Management
Research and Development Division (CASEA)
University of Oregon
Eugene, Oregon 97401
(503) 686-5171

NO. 285

SCHOOL LIBRARY MEDIA CENTER

Ruth Ann Dewies

AREA: Facilities

USERS: Administrators, Teachers

TYPE: Handbook

RATIONALE FOR SELECTION

A handbook for school librarians and media directors dealing with all aspects of media centers.

DESCRIPTION

School Library Media Center suggests that the function of the library is "to support, to implement, to enrich, to vitalize, and to humanize the educational process." Suggestions and guidelines for starting a media center in five curriculum areas are provided. The book can be used as a textbook or as a practical in-service guide.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

An important source for current information on media centers, this book is highly recommended by school librarians and is used in colleges and universities for training media and library specialists.

COST

$12.50

CONTACT

R. R. Bowker Company
P.O. Box 1807
Ann Arbor, Michigan 48106
(313) 761-4700

NO. 286

SCHOOL PERSONNEL UTILIZATION TRAINING MODULES

AREA: Staffing

USERS: Administrators, Teachers

TYPE: Self-instructional package

RATIONALE FOR SELECTION

Performance-based training modules developed by a national center concerned with innovative staffing practices.

DESCRIPTION

Developed by the National Cluster Coordination Center in Tallahassee, Florida, this set of seven self-contained training packets covers topics such as: shared decision-making, functional task analysis, communication and information flow, and systems renewal. Each module is in the form of a bound notebook, and is self-contained. The modules address skills needed by administrators for differentiated staffing.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

The packets have been evaluated by outside experts and have been field tested by teachers and administrators.

COST

The modules are free at the present time upon request.

CONTACT

Florida State Department of Education
125 Miles Johnson
Tallahassee, Florida 32340

SHARED DECISION-MAKING

National Cluster Coordination Center

AREA: Staffing

USERS: Administrators

TYPE: Self-instructional training module

RATIONALE FOR SELECTION

A training module on alternative school staffing patterns.

DESCRIPTION

These materials provide critical skills necessary for more effective school personnel utilization. Chapter topics include: "Models for Shared Decision-Making," "Shared Decision-Making: Personality Characteristics and Institutional Values," "Communications System, An Introduction," "Accountability and Responsibility, A Training Guide for Leaders," and a "Bibliography." A typical chapter contains diagnostic tests and answer keys, simulations, performance objectives, skill exercises, and short technical papers. The module requires 15-20 hours to complete.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

The National Cluster Coordination Center drew on school staffing experts throughout the country in developing this training package.

COST

At the present time, the modules are free upon request.

CONTACT

National Cluster Coordination Center
Florida State Department of Education
125 Miles Johnson
Tallahassee, Florida

NO. 288

TEAM TEACHING AND LARGE GROUP INSTRUCTION

Luvern L. Cunningham

AREA: Scheduling, Student Grouping

USERS: Administrators, Teachers

TYPE: Audio cassette

RATIONALE FOR SELECTION

An audio-tape concerned with scheduling and grouping.

DESCRIPTION

This tape addresses theoretical and practical considerations related to large group instruction and team teaching practices as well as the implications of such practices for teachers, administrators, and pupils. It also raises questions about large group instruction as a springboard for later discussion. Running time for the tape is 48 minutes.

RECOMMENDED USAGE

Awareness
General Orientation
Practice and Application
Assessment for Performance Improvement
Clarification of Values

QUALITY

Developed in cooperation with the University Council for Educational Administration, this tape raises questions which every administrator must ask himself before implementing large group instruction.

COST

UCEA member costs are $5.25; non-member costs, $6.75.

CONTACT

University Council for Educational Administration
29 West Woodruff Ave.
Columbus, Ohio 43210
(614) 422-2564

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The following symbols indicate appropriate users:

Administrators	A
Teachers	T
Paraprofessionals	P

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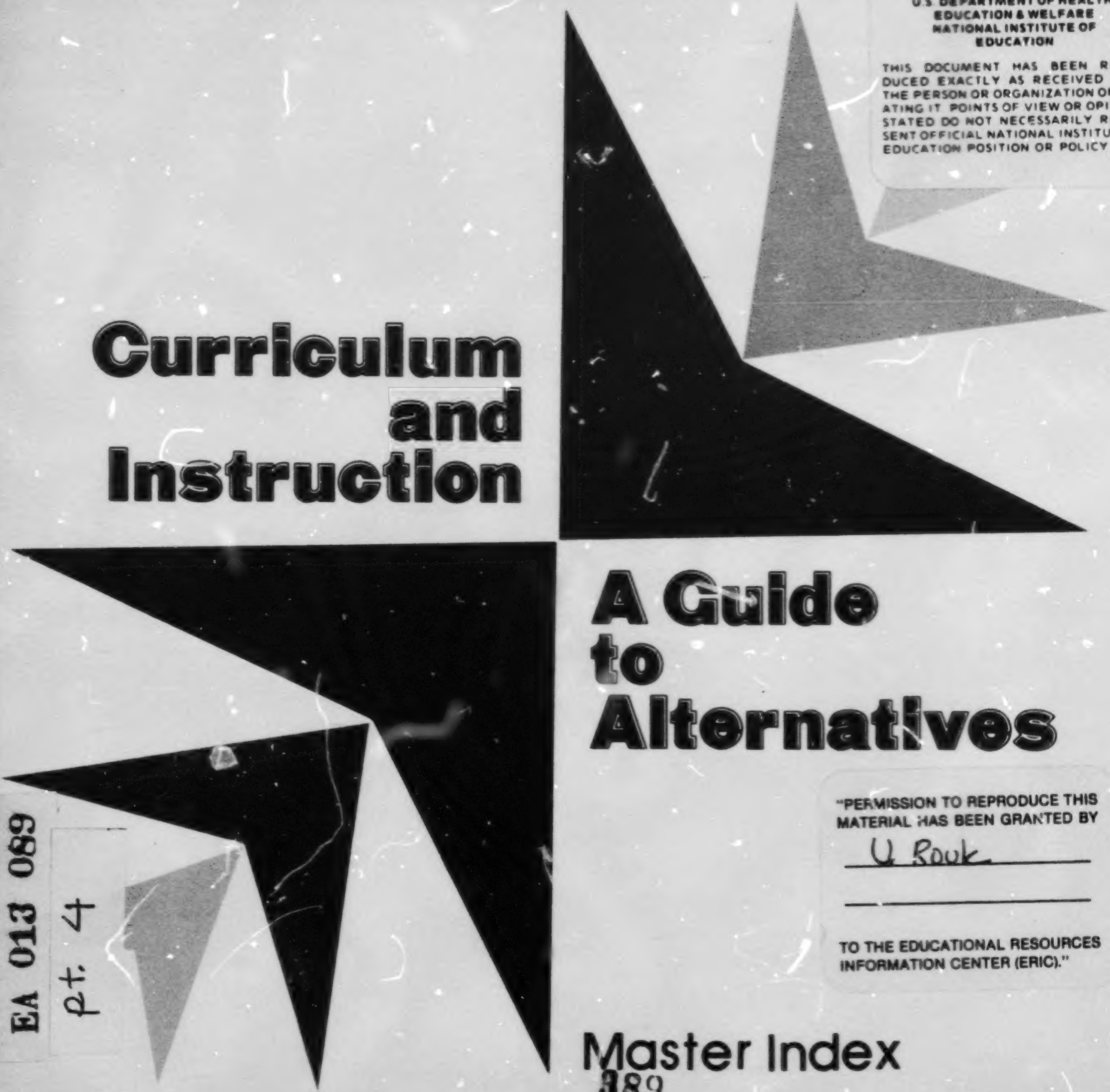

Curriculum and Instruction

A Guide to Alternatives

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pt. 4

Master Index

Curriculum and Instruction

A Guide to Alternatives

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Research for Better Schools, Inc.
Robert G. Scanlon, Executive Director
April, 1976

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OCT 6 1980

INTRODUCTION

Curriculum and Instruction: A Guide to Alternatives is a reference guide which school personnel can use in seeking ways to improve curriculum and instruction. The Guide includes descriptions of various sources of information, as well as selected products and methods. It is organized in four volumes. The first volume provides information on Student Learning Materials; the second, Administrative and Staff Development; the third, Resource Allocation; and the fourth volume is a master index which lists the contents of the three preceding volumes.

This volume is a master index to entries appearing in the three resource volumes of A Guide to Alternatives: (1) Student Learning Materials, (2) Administrative and Staff Development, and (3) Resource Allocation. The index lists entries from all three volumes alphabetically by title. It lists all organizations cited as sponsors, producers, or suppliers of the various sources of information, training products, and methods of resource allocation discussed in the Guide. The master index also allows you to identify entries related to a particular topic of interest – e.g., ALTERNATIVE SCHOOLS or MULTIMEDIA MATERIALS.

With the exception of titles which are acronyms (e.g., AASA) and titles which ordinarily appear in full caps (e.g., ALERT), the titles of all entries and related organizations are in upper and lower case type. All key topic headings are typed in full caps for ease of location. The number of each entry follows its title. The entries related to a particular organization or topic are slightly indented under the topic or name of the organization.

The alphabetical order and format of the entries in the master index are illustrated on the next page. Entries with titles that are acronyms appear in alphabetical order at the beginning of each alphabetical section. Under the topic headings and names of organizations, entries have been listed in strict alphabetical order.

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